

E.R. James Realty, LLC Sales Associate

Position: New Home Real Estate Sales Associate

Reports to: Managing Broker

Career Opportunity: One of Chicagoland's oldest and award-winning builder/developers is looking to hire a professional, motivated, licensed real estate salesperson interested in selling new home communities. This position will afford qualified candidates the opportunity to work with a highly trained group of real estate professionals who are committed to providing best-in-class service for our purchasers. Candidates should have an active Illinois Real Estate Broker License, and be able to staff the sales centers five days a week, including weekends. New home construction sales experience preferred, but not mandatory. For qualified candidates, we offer a competitive base plus commissions, bonus, and benefits.

Specific Qualifications:

- Active Illinois real estate sales license.
- Willingness to work weekends.
- General working knowledge of the MLS system and ability to generate reports
- Maintain professional appearance and conduct at all times
- Work with the Sales Manager and the Sales and Marketing Coordinator and Design Coordinator as needed
- Develop and follow up of prospect lists
- Maintain on-going communications with Brokers via phone and email
- Provide weekly reporting to management on sales, traffic and prospect status

Candidates interested in this position should forward their resume outlining work and salary history to humres@erjames.com.

To view Company history go to erjames.com