



Visit our Design Center

(239) 257-3295

1213 Cape Coral Parkway E.

Cape Coral, Florida 33904

New Home Sales Associate

Job Description: Real Estate Sales Associate is responsible for helping the buyer select a floorplan and purchase a property by arranging for showings, negotiating transactions, drafting Sales Agreements and working through the transaction to closing; but who performs such acts under the direction, control, or management of the broker.

Responsibilities/Duties:

- The primary responsibility of the New Home Consultant is to facilitate the sale of new homes by signing up for floor time at our Model Home
- Have knowledge of all our existing floorplans in order to help find the best possible floorplan that will meet all of the clients needs and wants.
- Be able to explain construction methods to prospective clients
- Entering new leads into BuilderTrend and following-up with them on a regular basis
- Realtor Presentations; Try to Set-up one lunch presentation per week.
- Work your sphere of influence for customer prospecting
- Track your flow of leads; walk-ins/e-mail in/call-in/realtor referral
- This job description is subject to change as the company grows and needs morph. This position is to be a team player and help in all areas, as needed.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____