

4Corners Homes

Sales Executive

Job Description

SUMMARY

Engages in Sales and Marketing activity of 4CORNERS new construction home developments. Sales Executive manages customer relations from first contact through option and color selections, buyer management of concerns and counseling them up to delivery of the home. Works in conjunction with all 4CORNERS departments and personnel to achieve company goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- 1) Convey to all prospect's your confidence and interest in 4CORNERS new home features, value and available options. Maintain knowledge of industry trends and regulations that impact customers and their regional purchase options.
- 2) Ask prospects for deposits and make consistent attempts to close home sales. Maintain sales and marketing training within 4CORNERS and other available sources.
- 3) Ability to demonstrate homes to buyers/prospects in a professional manner. Maintain 4CORNERS product knowledge to emphasize standards and upgrade options throughout the home. Maintain knowledge of 4CORNERS advantages over competition and convey those benefits to prospects and buyers.
- 4) Maintain contact information for all prospects in BuildTopia (BT), and follow-up with a routine schedule of e-mail and phone outreach.
- 5) Provide all 4CORNERS customer communication from the point of sale through settlement. Provide customers accurate information regarding pricing, quotes, agreements, procedures, production variables and timing during pre and post sale meetings, phone calls and written communications.
- 6) Prepares quotes, contracts and real estate transaction materials according to 4CORNERS procedures, including computer application operations in BT as required.
- 7) Maintain the Sales Center, sales materials, model homes and the exteriors to 4CORNERS standards in a neat, orderly and attractive presentation, including providing pleasant aroma, beverages and snacks for prospects.
- 8) Assure the public, prospects, buyers and working partners of the company mission to work together to deliver satisfaction and product quality and Give All Clients A Great Experience.
- 9) Expected to demonstrate 4CORNERS Core Values:
 - * Exhibits Modesty & Humility Alongside Confidence
 - * Passionately Does Whatever it Takes
 - * Be a Pro, Work with Pro's
 - * Do the Right Thing, for the Right Reasons
 - * Understands Value of Reputation