



Sales Office Associate

Sky Lake Construction is a residential construction company that specializes in building quality homes in large subdivisions in DeSoto County. The sales associate's primary responsibility is to provide excellent customer service, have knowledge of available inventory and our portfolio of floor plans, and connect potential buyers with other field-related professionals to assist in the home-buying process.

Responsibilities include:

- Greet and welcome customers
- Collect customer contact information
- Assess visitor's interest and needs
- Conduct home tours of homes currently under construction
- Maintain a professional sales environment
- Answer customer questions and provide information on floor plans and subdivisions
- Deliver exceptional customer service to prospective buyers
- Promote the features and benefits of a Sky Lake Construction home

Qualifications:

- Candidates must be enthusiastic, organized, detail-oriented, computer literate, and have strong listening and communication skills
- Strong customer service skills.
- Professional attitude, appearance and presentation
- Real estate knowledge a plus
- New home construction knowledge a plus
- Must be dependable and able to work independently
- Must be able to work weekends

Training and sales tools/materials will be provided.

Job requires working weekends.

Hourly wage based on experience.

Licensed real estate agents do not need to apply.

Salary: \$12.00 - \$15.00 per hour