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## Sales Associate – Carriage Signature Homes

### Description

Carriage Signature Homes may be newer to the Okanagan, however we aren't new to building award-winning homes. A Tacada Residential builder, Carriage Signature Homes has been building custom homes in the Greater Edmonton area since 1988, and since inception, each home is an original, reflecting each individual client's taste and style. We build according to your needs – no two Carriage Signature Homes are ever alike.

Carriage Signature Homes offers opportunities for both personal and professional growth, excellent earning potential and, most importantly – having fun. We want to give our customers the best home buying experience possible, and that starts with the best employees. We can't wait to work with you!

### Responsibilities

#### **Sales Associate – Morningview on Middleton Mountain (Coldstream / Vernon Area)**

Under the direction of the Area Sales Manager, the Sales Assistant is required to assist the Sales Consultant with sales targets, provide administrative support with client documentation, assisting client needs and meet and greet customers who walk through the sales centre in a friendly and professional manner.

- Assist Area Sales Manager in capturing the interest of potential clients and lot holds
- Ensure customer files, concerns and questions are addressed daily up to possession; maintain knowledge of policies/procedures, approval requirements, construction processes and schedules to communicate effectively
- Ensure that the showhome shows well at all times (no burnt-out lights, clean, organized, action item free). Contact/follow up with warranty department regarding action items
- Ensure that all documents in the show home are up to date and maintain knowledge of policy/processes that support each document
- Ensure all signage in the subdivision is visually appealing, accurate and placed properly for the best traffic
- Participate with the Area Sales Manager in walking inventory homes every week and check for safety, overall look, problem areas (ex. paint touch-ups scratches in hardwood and so on)
- Maintain and follow company sales methodology and knowledge through ongoing training, weekly sales meetings
- Develop understanding of your community and neighboring communities, amenities, competition, developer updates
- Promote your community via recommended social media channels, adhere to marketing and brand standards
- Attend and/or lead customer meetings, as required, under the discretion of the Area Sales Manager
- Other duties and responsibilities assigned

### Hiring organization

Tacada

### Employment Type

Part-time

### Job Location

Coldstream/Vernon Area, British Columbia

### Date posted

September 20, 2023

## Requirements

- Strong knowledge in Microsoft Office, namely Excel
- Strong time management, organization and planning skills
- Driven, focused and a sense of urgency to meet deadlines
- Exceptional verbal and written communication skills
- Ability to work with various personality types and play an active role in the team
- Ability to work independently with little supervision. Self motivated and reliable
- Understanding of Facebook, Instagram, YouTube, LinkedIn, etc.
- Understanding of buyer behavior and how to approach the sale