

## **Area New Home Sales Manager**

Parkwood Master Builder currently has an opening for an Area Sales Manager

### **Duties of SALES MANAGER include:**

Ensure a successful sales process by qualifying all prospects, by identifying prospects' requirements, by providing timely information on home features, upgrades and pricing, and by explaining the sales, closing and warranty procedures and processes.

Timely submit and fully complete prospect tracking reports, unit reservations, and sales contracts.

Provide timely responses and updates to all customers regarding status of construction of unit, anticipated delivery dates and possession dates.

### **As a SALES MANAGER, you will be expected to:**

Attend weekly sales meetings.

Consistently drive new sales from a variety of sources to meet or exceed relative sales performance goals at or above minimum division standards.

Proactively service customer needs before, during and after the sale and participate with other divisions and personnel to create and maintain customer relationships.

Demonstrate a strong effort of making use of new selling techniques and practices and be willing to implement a daily process of improving selling practices and results.

Continually improve your own knowledge of Parkwood products, policies and procedures as well as competitor's products, policies and procedures.

### **Applicants for the SALES MANAGER positions should possess the following skills:**

Excellent verbal, listening and written communication and presentation skills.

Ability to actively listen, to identify and to understand customer's home requirements and/or motivations for purchasing a new home.

Ability to engage in proactive problem solving to match customer's home requirements to units and products offered by Parkwood

Excellent customer service skills including the ability to make timely responses to customer inquiries. Good organizational and time management skills with attention to details.

Knowledge of basic construction, sales and real estate related terminology, techniques and processes.

Ability to read and understand construction, site and floor plans.

Self-motivated with ability to work independently.

Exhibit the highest degree of honesty and professionalism.

Ability to work in a demanding, fast paced, team oriented setting.

Computer literate in Word, Excel and other database software. Minimum 3 years of new home sales would be considered an asset.

**Salary Flexible depending on candidates experience and Qualifications. Attractive benefits package with opportunity for growth within the company. Email resume to [chamill@parkwoodhomes.ca](mailto:chamill@parkwoodhomes.ca).**