

# PHELPS HOMES

**Title:** Project Manager, Sales

**Reports To:** Manager, Sales & Marketing

**Key Accountabilities:**

- Ensure sales team is educated on sites, product offering.
- To be knowledgeable of all Phelps Homes products, model types and features
- Vetting leads to agents
- Lead generation
- Leadership of Phelps Homes Social Media Tools
- Occasional Sales of Units and Products
- PHL Public Promotion through sales launches and public appearances
- Assist in Managing Site Launches
- Interaction with Clients prior to closing
- Manage the process of agreement amendments
- Assist in Promoting the Company Brand

**Summary**

The Project Manager, Sales is responsible for providing our external Sales team with verified sales leads. This role is also responsible for upholding the Phelps Homes image within the community, including the online community. Through Social Media and print, the Project Manager is responsible for keeping Phelps Homes active & competitive in the marketplace. This role requires knowledge of our competitors, their products, pricing and the communities in which we build.

**Position Requirements:**

- Accuracy and attention to detail while working under tight deadlines.
- Excellent communication skills both verbal and written
- Experience working in the past workign as a realtor
- Excellent working knowledge of Microsoft Office products; especially Excel and the Adobe suite.
- Assertive, comfortable communicating with various types of individuals.
- Good interpersonal and customer service skills.
- Good team player.
- Ability to follow through and complete overlapping projects.
- Good organizational, time management and prioritizing skills.
- Strong problem identification and problem resolution skills.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.

**Education & Experience:**

- Minimum Bachelor's degree in Real Estate, Marketing, Business, Finance or a related discipline.
- 2-4 years marketing or sales experience
- Excellent computer skills
- ERP knowledge an asset

**Working Conditions:**

- Office and site atmosphere
- Requires manual dexterity for data entry
- Ability to sit for long periods of time
- Overtime as required.

Phelps Homes welcomes and encourage applications from candidates with disabilities. We are dedicated to providing accommodations, on request, for candidates taking part in all aspects of the recruitment and selection process.