



New Homes Sales Advisor

Job Description

The New Homes Sales Advisor is responsible for selling Phelps Homes products. The ideal candidate will be well versed on the communities Phelps Homes is building and our brand, with a thorough understanding of the existing community, geographic area, as well as our competitors and their offerings. This position does require evening and weekend work.

Key Accountabilities:

- To be knowledgeable of all Phelps Homes products, model types and features, actively develop leads for current and future projects
- Sell Phelps Homes products
- Responsible for completing Agreement of Purchase & Sale (APS) documents
- Manage the CRM database; following up on leads
- Promote Phelps brand & image
- Provide sales and marketing intelligence
- Sales office/daily site maintenance

Specific Responsibilities:

- Contribute to the sales team performance to meet or exceed sales goals
- Understand Phelps Homes products, model types and features
- Promote Phelps Homes brand and image
- Utilize the CRM to generate leads; follow up on leads
- Convert leads into firm buyers
- Draft and finalize APS contracts
- Research and be knowledgeable of area market trends and offerings by competing home builders
- Attend meetings as required

Position Qualifications:

- Post-secondary degree or diploma in Sales, Marketing or related area of study
- 3-5 years of direct work experience
- Strong communication skills with expertise in making convincing presentations
- Good organizational and time management skills, ability to prioritize tasks and complete overlapping tasks
- Experience working with sales volumes greater than \$300,000
- Excellent teamwork and positive attitude, ability to build and maintain lasting relationships with corporate departments, key business partners and customers
- Strong computer skills – excellent working knowledge of MS Office products, particularly Excel, intermediate to advanced Adobe Photoshop skills, ERP, HubSpot or CRM experience an asset.