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DEPARTMENT: REAL ESTATE SALES

POSITION: Sales Associate

REPORTS TO: Project Manager & Employing Broker

JOB OVERVIEW: Real Estate Sales

STANDARD SPECIFICATIONS: Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes each duty proficiently.

ESSENTIAL QUALIFICATIONS:

1. 3-5 years experience in a real estate or other high-end sales environment.
2. State-licensed real estate salesperson.
3. Must be relationship-oriented in dealing with customers and a team player in dealing with fellow workers.
4. Ability to clearly communicate with customers and sales management.
5. Knowledge of and good proficiency with computers in a Windows environment: Word, Excel, Internet, Database Management.
6. International sales associates must be fluent in spoken and written English. Other languages may be required, depending on the location of the project and the predominant countries of origin of the customers.
7. Must be willing to work flexible work schedules to include weekends and selected holidays, if requested.

ESSENTIAL SKILLS:

1. Ability to relate to and communicate effectively with affluent buyers of vacation homes.
3. Ability to maintain regular customer contacts without “phone call reluctance”
4. Ability to abide by and uphold Company and real estate industry standards, policies and procedures.
5. Ability to focus attention on details.

### ESSENTIAL JOB FUNCTIONS:

1. Receive inquiries generated by the company's various marketing initiatives, which inquiries may occur via phone calls, e-mail inquiries, business reply cards, website inquiries, walk-ins, referrals and in-house guests.
2. Determine customers' needs, vacation patterns, priorities, preferences and lifestyle.
3. Obtain a thorough knowledge of the project, including its local area, visitor appeal, structure, policies and documentation.
4. Follow-up as necessary to fully explore and pursue a customers' purchase interest, including the use of phone calls, e-mails, written correspondence, personal visits, receptions and other reasonable means.
5. Participate in a project's local Board of Realtors/MLS, if applicable, as requested by the Company
6. Work cooperatively with other in-house agents as well as outside brokerages.
7. Diligently and accurately enter all customer information and subsequent contacts in the company's database software.
8. Assist as requested the Sales Director and/or Closing Administrator in closing agent's sales transactions.

### WORKING CONDITIONS:

The employee mainly works indoors; frequently works outdoors when showing the property; occasionally may be required to drive a vehicle to transport clients.

### NOTE:

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.