



DEPARTMENT: REAL ESTATE SALES

POSITION: Sales Director

REPORTS TO: Employing Broker

JOB OVERVIEW: Provides marketing and sales management for 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 sales management environment.
2. 5-10 years in real estate sales.
3. State-licensed real estate salesperson.
4. Ability to clearly communicate and manage sales agents and employees.
5. Knowledge of computers in a windows environment: Word, Excel, Internet, Database Management.

**ESSENTIAL SKILLS:**

1. Ability to communicate effectively, and provide accurate sales reporting functions.
2. Ability to effectively manage and administer a sales and marketing budget.
3. Ability to provide employee management in a consistent and equitable manner.
4. Ability to abide by and uphold standards, policies and procedures.
5. Ability to focus attention on details.

**ESSENTIAL JOB FUNCTIONS:**

1. Oversee and supervise all real estate marketing activities, in addition to communicating and coordinating these activities with project consultants.
2. Oversee and supervise all real estate sales functions.
3. Ensure that real estate activities are in compliance with state's Real Estate Commission.
4. Responsible for effectively managing the sales agents and sales support staff.
5. Provide timely sales reporting and weekly activity updates.
6. Provide sales agent training and assist in all aspects of the real estate purchase.
7. Maintain proper real estate sales records and disclosures.

#### WORKING CONDITIONS:

The employee mainly works indoors; frequently works outdoors when conducting tours of 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.