



JOB DESCRIPTION

JOB TITLE:	Community Sales Manager
REPORTS TO TITLE:	Director of Sales
NO. OF PEOPLE SUPERVISED:	Sales Assistants – Varying Numbers
FLSA STATUS:	Exempt

JOB SUMMARY:

- Responsible for achievement of sales quota in direct sales of new homes; while managing all aspects of assigned community as outlined below.

RESPONSIBILITIES:

- Required to work inside the model sales office during business hours except for assigned days off. Business hours must be adhered to unless prior approval by management is obtained.
- Business Professional attire and attitude is required.
- Responsible for meeting/exceeding a monthly community sales goal.
- Manages the contract process for new sales from start to finish. This includes ensuring that all documents are properly executed along with all required deposits and turned in to the corporate office within 48 hours.
- All required contract documents and reporting to be turned in to the developer when required.
- Manages prospects including follow up. All prospects must be entered into the CRM system and maintained on a regular basis.
- Displays knowledge about Newmark Homes, assigned community, product, competition, and the Houston home market.
- Manages the process to obtain pricing for all prospects and buyers through established company procedures.
- Manages the scheduling of all Design Center appointments within required time frame; and ensures the collection of all required deposits to the Design Center, redraw fees, custom options, etc.
- Work directly with Marketing to ensure that all collateral, websites, MLS, signage, and photography is up to date and accurate. This also includes maintaining realtor relationships alongside Marketing by participating in events.
- Responsible for initiating independent prospecting activities. In addition; work with community developer when possible.
- Manages the levels of inventory homes being built within the assigned community. This includes regularly walking the homes, maintaining approved levels of options being put in the homes, and accountability to ensure the sale of these homes.
- Manages all buyer and realtor concerns at the field level. Issues and concerns should only be escalated to the management level when all other options have been exhausted.
- Manages the scheduling of all construction meetings in the field with builders. This includes weekly phone calls made jointly. When possible, the sales and builder team must attend all construction meetings together.

- Manages the scheduling of all buyer closings with buyer and community closing coordinators.
- Manages backlog of their sold homes within a community. A status will be required every 2 weeks and questions should be answered about backlog issues at that time. All items requested during community calls should be resolved within the given time frame.

EXPERIENCE:

- A Community Sales Manager should have a minimum of 3 years of proven success in a New Home Sales position.

SKILLS REQUIRED:

- Sales and Marketing skills
- Outstanding interpersonal, communication, organizational skills
- Professional demeanor, possess strong work ethic, and exceptional listening skills
- Basic knowledge of Microsoft Outlook and Word
- Basic knowledge of Newmark systems and HAR

EDUCATION:

- Community Sales Manager should have a college education.
- Required to attend and participate in Continued Education Training as scheduled by management.



The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.