

Non Exempt

Job Reports to: On Site Sales Manager

WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

WHAT YOU'LL DO

The quick overview

We are looking for Sales Associates in the Detroit Metro Area to assist the Sales Managers to greet customers, offer assistance in the purchase and build process, and monitor the overall appearance of the community and model home.

The company basics

- Entry level position into an exciting new home sales career.
- Perform quality, detailed work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, etc.
- Work effectively in a team.
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations. Nobody's an island!

The nitty-gritty stuff

- Enter customer information into CRM within 24 hours of visit.
- General office duties, including but not limited to, ordering office supplies and marketing materials.
- Prepare brochure packets for customers.
- Utilize Customer Relations Management Software to perform job duties.
- Coverage for on-site events.
- Engage in learning the floor plans and options available and have the ability to answer specific questions.
- Special projects per assignment.

WHAT YOU NEED

- Professional Appearance.
- Ability to work weekends.
- Reliable transportation.
- Ability to travel between multiple model locations.
- High School Diploma or equivalent, college degree preferred.
- Real Estate License or Builder's Sales Person License or willingness to attain.
- Proficiency with Microsoft Word, Excel, Outlook, Power Point and general knowledge of computers.

WHAT WE'LL GIVE YOU

- Competitive salary.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, and accident insurance.
- Company-sponsored employee events.