

MODEL HOME COORDINATOR

Are you looking for a rewarding career with one of the leading homebuilders in the St. Louis area?

OVERVIEW

The responsibility of a Model Home Coordinator (MHC) is greet guests to our Model Homes and offer assistance to the New Home Specialists, especially on their days off or when there is high traffic volume.

This is a part-time position: Monday-Friday (Weekends as Needed)

WHY ROLWES?



Quick Hiring Process



Flexible Schedule



Team Atmosphere

ESSENTIAL JOB FUNCTIONS

- Greet guests, demonstrate model homes, and assist them by helping become familiar with the homes available, their features, availabilities, prices, terms, homesites, market homes and procedures for purchase.
- Provide appropriate neighborhood and community information to model home visitors
- Obtain and record guest information, including name, address, phone number, and important housing needs
- Set appointments with a prospect for the New Home Specialists.
- Assure at all times that the models are clean and that all furnishings, accessories, and equipment are in first-class condition.
- Ensure that an adequate and complete supply of point-of-sale material is available, including brochures, price lists, and pamphlets.
- Report traffic and other sales activity information weekly as required.
- The Model Home Coordinator is to obtain the same information from phone-in customer that would be obtained from a walk-in (i.e., name, address, phone number, and appointment).
- Follow up with every prospective homeowner by letter, phone call, email, etc.
- Return all guest phone calls or other forms of inquiry on a prompt basis.
- Always represent Rolwes Company effectively and respectfully including in matters related to customer relations.
- Comply with Rolwes Company's Affirmative Fair Housing Policies.

KEY ATTRIBUTES

- Great Attitude
- Friendly
- Confident
- Resilient
- Good Listener
- Time Management
- Follow Up and Control
- Passionate
- Empathetic

COMPANY ATTRIBUTES

- Honesty
- Integrity
- Team Atmosphere
- Hard Working
- Dedicated
- Goal Oriented
- Results Driven



ROLWES
Co.

The builder you trust®

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Rolwes Company is an equal opportunity employer.