

NEW HOME SPECIALIST

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

OVERVIEW

The function of a New Home Specialist is to develop prospects and convert them into homeowners. This role is vital to our organization to ensure revenue and growth. New Home Specialists are the face of the organization and they spend time sharing our story and reputation with future homeowners.

This is a Full-Time Position: Weekdays & Weekends

WHY ROLWES?



Health & Dental Insurance



401K Profit Sharing



Paid Vacation



Quick Hiring Process

ESSENTIAL JOB FUNCTIONS

- Ensure that Model Homes are staffed during published hours daily.
- Ensure at all times, through visual inspection, that the Model Home is clean in first-class condition for prospective guests to view.
- Transport materials and ensure that an adequate and complete supply of point-of-sale materials are available, including brochures, price lists, and pamphlets for guests.
- Greet every guest courteously, obtain information required by the Customer Preference Card.
- Physically demonstrate the products we offer directly to prospective homeowners by taking them through the model homes, homes under construction, and home sites.
- Effectively communicate current products, options, taxes, utility rates, financing plans, and community information to prospective homeowners.
- Follow up with every prospective homeowner by letter, phone call, email, etc.
- Assist future homeowners through the Purchase Agreement and supporting documentation, filling out all necessary information, ensuring a solid and clean agreement. Turn in all completed Purchase Agreements within the allotted time frame.
- Ensure that the future homeowner has called for an appointment with their lender within 48 hours from Purchase Agreement.
- Monitor the loan approval and construction process for all homeowners and provide assistance, when appropriate.
- Develop new prospects through a wide variety of prospecting techniques including, and not limited to, direct mail, industrial liaison, telephone solicitation, and where applicable, visit realtor's offices.
- Shop the competition in person and maintain current information on all local competition regarding product, pricing, financing, and marketing strategy. Report findings to management.
- Participate in the hiring, training, supervising of Model Home Coordinators.
- Report Guest Traffic and other sales activity information weekly.
- Attend company related functions outside of normal Model Home hours, including and not limited to, sales meetings, trainings, etc.
- 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®

(314) 821.9600 | ROLWESCO.COM

2200 BARRETT STATION ROAD, SUITE 100 | BALLWIN, MO 63021

Rolwes Company is an equal opportunity employer.