



Dilworth Quality Homes Sales Representative

Description:

You will be joining a team with over 25 years of success in the home building industry in Kelowna. Dilworth Homes, a subsidiary of Emil Anderson Construction Ltd., is an award winning organization demonstrating best-in-class successes in the home building industry and has been voted Best Large Volume Builder, and Best Builder 2014, 2015, 2016 by the readers of Okanagan Life Magazine. Our team is tasked with leveraging the best of what we already do at Dilworth Homes and adding in the best of what we know to be possible. We are excited about this challenge and we are seeking a creative, flexible and talented sales professional to join our new home sales team.

About the role:

Dilworth Homes is currently looking for an experienced new home sales professional to lead the on-site sales for one of our development projects in Kelowna. The Sales Representative will be self-motivated and able to work independently from the sales centre/show home greeting the public, qualifying leads, demonstrating product, writing contracts, working on customization options and successfully delivering the finished home to the purchaser. This person will also maintain a current level of market intelligence and prepare weekly traffic/sales reports. The role will include making recommendations to the Manager, Marketing & Sales for new initiatives and report on the success of existing programs in an effort to drive sales forward.

Position Overview:

You are a sales professional looking to demonstrate your natural talent for relationship building while furthering your track record as a proven new home sales professional. You demonstrate strong attention to detail and appreciate the role each individual plays in a team approach to succeeding.

Responsibilities:

- Undertake to know the neighbourhood and Dilworth Homes offering intimately
- Educate yourself and identify key competitors in your geographical area, preparing and updating competitor reports weekly for project team meetings
- Open the sales centre/show home on time daily
- Greet customers, demonstrate product, provide information on features/pricing while identifying customer needs and wants
- Follow-up consistently with all visitors, telephone and web inquiries, log all activity in the CRM system
- Write customer contracts, ensuring complete and accurate paperwork from point of initial contract writing through subject removals, collection of deposit funds and customization
- Work with all purchasers on colour selection and upgrade program to complete a custom home contract package
- Support the purchaser through the build process as a first point of contact
- Report daily and weekly as required to the Manager, Marketing & Sales
- Attend marketing & sales meetings, coming prepared with market intelligence
- Assist with special events, staging, cleaning, handout preparation etc.
- Prospecting: attend networking opportunities, realtor office visits, etc.



- Ensure website, MLS, and social media posts reflect accurate information and current photos from your site. Participate in populating social media channels as requested.
- Responsible and accountable for supporting the execution of key marketing events
- Contribute to the development of initiatives to establish best in class practices within Dilworth Homes

Qualifications:

Required Knowledge, Skills & Abilities:

- Real estate contract writing expertise, knowledge of new home custom build would be an asset
- Track record of collaborations leveraging internal and external stakeholder relationships
- Highly organized and detail oriented
- Confidently present ideas to executive leadership
- Proven risk management and conflict resolution skills
- Excellent leadership, analytical, communication and presentation skills
- Ability to develop strong relationships and meet tight deadlines
- Desire to "roll up your sleeves" to get things done
- Ability to work all weekends and statutory holidays

Required Professional Designation/Certification & Experience:

- Knowledge of the Real Estate industry is essential, having held a Real Estate license would be an asset, the position will be an unlicensed position working directly for the developer
- 3-5+ years as a new home sales specialist
- Competent in Word and Excel, CRM system (Solve360) experience an asset

Position:

This is a renewable annual contract position comprised of a base salary and sales commission. Must be available to work all weekends and statutory holidays (excluding Christmas break).

Submissions:

Please provide written application including cover letter and resume to hr@dilworthhomes.com