



Sales Associate New Homes – 30 hours

- ➡ Helensvale
- ➡ Permanent Part Time \$52K pro rata
- ➡ 5 days per week (including weekends) 9.45-3.45

Have you got experience with new home sales, contract administration or sales administration in the housing industry?

We are looking for a switched on candidate to assist a busy sales consultant in a display home. This role is 5 days a week, 9.45 am to 3.45pm - but includes every weekend (you have two days off during the week)

Requirements:

- Previous experience in a display home or sales / CSO for a builder
- Excellent communications skills
- Experience with contracts, databases and data entry

Must be OK picking up the phone and talking to potential home buyers after they go through the display

- Excellent presentation skills
- This role entails opening the display and keeping the display in top condition. Working with any maintenance issues with the head office.
- You will be the first person people meet when they come through the display, and you will be able to offer information, marketing literature and obtain basic details to give to the consultant
- You will need to keep accurate records of how many people visit the display, feedback and suggestions back to head office
- You will assist with paperwork and computer work for the consultant.
- This is a team environment, however, you will be the type to anticipate what your consultant needs so there is seamless communication to the clients.
- At all times you will be required to be professional, even the boring times and there will be those.

You will need your own vehicle as there is no public transport to the new housing estate. This role is available immediately.

Job Type: Part-time Salary: \$52K pro rata.

Interested?

Contact **Kirsten Keenan** on 0404 778 210 or send your resume to kirsten@developmentcareers.com.au with reference: W200131 Sales Associate



**Development
Careers**