



Sales Consultant Job Description

Bella Vista Homes employs highly self motivated sales professionals with a proven sales performance and superior negotiating skills. The sales consultant is responsible for the direct selling of our new homes, either to be built or already under construction as inventory. The sales consultant's main focus is on sales, closings, customer satisfaction and managing their community. Sales and closings budgets are provided and are expected to be met. In order to achieve those goals, specific actions are necessary such as community marketing, understanding competition, product knowledge, finance knowledge and prospect management.

As a sales consultant, it is necessary to create a community marketing plan to drive traffic. The plan might include but is not limited to realtor relations, community outreach, referrals, internet listings, etc. It is the sales consultant's responsibility to ensure their homes are listed in MLS with the assistance of Bella Vista Homes as well as showing accurately on our website.

Outstanding customer satisfaction is imperative at Bella Vista Homes. As a sales consultant, you are the liaison throughout the entire process from construction to financing. It is mandatory to contact your buyers weekly, maintaining the necessary control to accommodate the entire process, from contract to closing.

Sales consultants are "owners" of their communities, so a strong business acumen is required. This includes, but is not limited to, maintaining your model, signage, and spec homes. This also includes maintaining accurate, timely and updated files and paperwork.

It is expected that our Customer Relations Management (CRM) software tool be utilized at its fullest. This tool is used for tracking traffic, summarizing prospect and realtor profiles as well as assisting in follow up.

The sales consultant is part of a larger team representing Bella Vista Homes, so the upmost professionalism is expected. We value a high level of integrity with a contagious enthusiasm for our new homes.