



SALES ASSOCIATE

Sales

Non Exempt

Job Reports to: On Site Sales Manager

Location: 61171 Shaya Blvd., South Lyon, MI 48178

WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

WHAT YOU'LL DO

The basics

- Perform quality, detailed work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, etc.
- Work effectively in a team.
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations. Nobody's an island!

The nitty-gritty stuff

- Open and close decorated models, using the daily model checklist so all models look their best.
- Warmly greet customers in the sales office and on the phone. You'll smile a LOT at this job.
- Learn the Lombardo Homes building process, sales process, floor plans, available options, etc. Basically, we want to help you become a pro at new construction home sales.
- Cover the model and sales office for on-site events, absent sales managers, etc.
- Tour models and homesites with customers. Bonus points if you have an awesome tour guide voice.
- Keep the MLS listings fresh and up to date. This includes spec listings, new build listings and listings of homes under construction.
- Work with your Construction Coordinator to monitor the overall appearance of the community, including the model home, community amenities, homesite markers, signage, etc.

WHAT YOU NEED

- High school diploma or equivalent. College degree is preferred.
- Real Estate License or Builder's Sales Person License (or willingness to attain).
- Proficiency with Microsoft Word, Excel, Outlook, Power Point, and general knowledge of computers.

WHAT WE'LL GIVE YOU

- Competitive salary.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, accident insurance.
- Company-sponsored employee events.
- Team potluck meetings (so you can show off your awesome cooking – or shopping – skills).