

Non Exempt

Job Reports to: On Site Sales Manager

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 models and go through Daily Model Checklist to ensure model looks its best
- Warmly and professionally greet all customers and have them complete customer registration card
- Warmly and professional answer all phone calls
- Enter customer information into CRM within 24 hours of visit
- General Office Duties to include but not limited ordering office supplies and marketing material
- Prepare Brochure Packets for Customers
- Utilize Customer Relations Management Software to perform job duties
- Coverage for On Site Events
- Tour Model and Home Site with Customer,
- Engage in learning the floor plans to answer general questions
- Special Projects per Assignment
- Coverage for Sales Managers

WHAT YOU NEED

- High school diploma or equivalent
- Proficiency with Microsoft Word, Excel, Outlook, and general knowledge of computers
- Professional appearance
- Reliable Transportation
- Ability to travel between multiple model locations
- Ability to work weekends

WHAT WE'LL GIVE YOU

- Competitive salary.
- Company-sponsored employee events.
- Team potluck meetings (so you can show off your awesome cooking – or shopping – skills).