NEW HOME CONSULTANT JOB DESCRIPTION

Reports To: Sales Manager
Revision Date: 12/05/2012

I. Performance Objectives:
- The primary responsibility of the New Home Consultant is to facilitate the sale of new homes.

II. Knowledge, Skills & Abilities:
- Maintain a high degree of integrity and honesty in all business dealings.
- Be professional in dress, manners, and conduct.
- Be a self-motivated individual and display initiative.

III. Major Duties and Responsibilities:
- Realtor Prospecting
  - Optimum 50 percent (cross sales)
  - Twenty-Five calls per week
  - Visit every office every month
  - Sales meetings, one per month
  - Interpersonal visits, 14-18 per week
  - Realtor lunches, one per week
- Customer Prospecting:
  - Be in assigned model from 1:00 p.m. to 6:00 p.m. daily
  - Follow-up call to prospective customers same week they visit open house
  - Twenty plus future customer calls per week.
  - Past Customer Calls (4 per week)
- Learn and use the 5-minute drill (a planned presentation) and demonstrate the homes.
- Make sure the finished homes are clean and ready for presentation to the customer. This includes making sure yards and flowerbeds are weeded, mowed, and watered.
- Communicate with Team Members before open house, with written or verbal instructions.
- Make sure thank you cards are handwritten and mailed to customers and Realtors.
- Represent the company and its products fully and accurately to the public.
- Prepare complete and accurate contract files.
- Other responsibilities explained at training.
- Community Appearance: Utilize checklist to identify items to address. Present these items to Sales Manager and appropriate contact person for resolution.
- Model Home, Field Home appearance:
1. Report maintenance interior and exterior maintenance items to Customer Care Office Manager.
2. Report landscape Maintenance items to your Sales Manager.
3. Report Lawn Mowing Issues to Jerry Johnson
   - Report erosion control issues and undeveloped land issues to the Director of Community Development.
   - Report common areas issues and entry way issues to the Director of Community Life
   - Obtain and maintain automobile insurance with a minimum liability limit of 100/300/100 due to the requirement of driving within the scope of work. The auto policy must also name Ideal Homes of Norman, LP as an additional interest.

IV. Qualifications:
   - Good communication skills and basic computer skills.
   - Be able to work well within a team environment
   - Responsible for weekly calls to customers in process
   - Attend and set all Pre-cons.
   - A college degree or prior sales experience is required.

V. Days / Hours:
   - Expected Hours: Monday – Friday: 9:00 a.m. – 6:00 p.m.
   - Saturday: 10:00 a.m. – 6:00 p.m.
   - Sunday: 1:00 p.m. – 6:00 p.m.

   The New Home Consultant will prepare their monthly schedule with their Sales Manager.

VI. FLSA Status:
   - Exempt

VII. Physical Demands
   The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

   While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel and to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.
VIII. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee spends the majority of his/her working from office in model home. Must also be able to work outside visiting new home construction sites.

I have read and understand this job description

________________________________________  ______________________________________
Signature                                           Date Signed

________________________________________
Print Name