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# Example of Sales Agent Job Description

Our growing company is looking for a sales agent. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for sales agent

* Follow through with entire sales process including but not limited to updating buyers, lenders, escrow coordinator, & construction w/ pertinent information and updating necessary purchase documents through close of escrow
* Write contracts and options and set Design Studio option appointments
* Manage sales releases
* Responsible for day-to-day duties of running sales office
* Work as a team player with all members including construction, customer service, Design Studio, and Escrow
* Actively participate in the training process of Junior agents and Licensed Hostess including sales skills, processes, and company philosophy
* Capture, Enter and Manage Registration Cards
* Utilize IP's CRM system to manage activities, leads, prospects, and backlog
* Participate in sales meetings and training
* Must pass sales shop

## Qualifications for sales agent

* Experience and/or aptitude for Sales
* Understanding of basic use of Windows PC
* Effectively sell to the customer’s by actively engaging them and probing for their needs, building rapport value in our product
* Requires substantial oral and computer communication in a Sales and Customer Service capacity
* Able to work a variety of work schedules to include days, nights, weekends, over night shifts, holidays
* Ability to sit and work with a computer for extended periods of time