



# Example of New Home Sales Consultant Job Description

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Our innovative and growing company is looking to fill the role of new home sales consultant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for new home sales consultant

- Ability to follow and successfully complete structure training program
- Ability to learn and enter sales traffic in Seibel
- With direction, able to plan and execute marketing presentations including but not limited to Realtor Events, Realtor Office visits, self-generated appointments, self-generated traffic
- Able to complete Compensation Market Study, per division format
- Able to spend time in the field with Construction, Customer Care, and Office associates
- Assist any new homebuyer or prospective homebuyer as needed
- Serve as back-up to other members of the sales team as needed
- Assist with sales office administrative responsibilities as needed
- Through self generated or referred leads, sell, process and close homes in accordance with company business plans
- Utilizes all sales and marketing resources that are available to New Home Advisor in order to achieve the sales and closing goals for the communities assigned

## Qualifications for new home sales consultant

- Valid driver's license with a good driving record and valid auto insurance coverage
- Ability to prepare written computer generated documentation and correctly

- Working knowledge of new technology such as iPads, Home Automation devices, video recording, and digital photography tools
- Minimum 2 years proven experience in New Home Sales and/or commission real estate sales
- Intermediate to advanced PC skills (Microsoft Word and Excel) Ability to prepare written documentation and complete contract calculations
- Actively participates in traffic driving efforts