

# FieldStone

## SCOPE

The position of a Sales Counselor requires the ability to greet, demonstrate, qualify, and close sales. The position also requires you to have the ability to produce a maximum number of ready, willing and able buyers to purchase new homes. Sales Counselors must have strong verbal and written communication skills.

## KEY DUTIES AND RESPONSIBILITIES

- Complete knowledge of Fieldstone product.
- Complete knowledge of competition in market area.
- Full and complete knowledge of all legal documents involving subdivision sales, including but not limited to contracts, disclosures, covenants, conditions and restrictions, articles of incorporation and association by-laws.
- Develop new self-generated leads weekly.
- Complete follow-up with customers and prospects.
- Demonstrate home option program and complete necessary paperwork.
- Attend all designated meetings.
- Maintain upkeep of production inventory homes.
- Supplying accurate, up-to-date information on buyers in backlog related to issues of mortgage application and status, contingencies, etc.
- Maintaining broker contact and positive public relations.
- Utilizing the highest ethical standards of professionalism. Full and complete disclosure to prospects and buyers in expectation, especially regarding those issues which these individuals have indicated are material to them.
- Provide open line of communication with onsite Field Construction Manager.
- Take registration cards on all parties and follow-up with all prospects.
- Demonstrate homes directly to prospects
- Complete scheduled sales activities: weekly sales activity reporting; document signature and distribution; process deposits.
- 

## QUALITIES/SKILLS

- Interpersonal communications with a wide variety of personalities and work styles
- Sales skills
- Negotiation and conflict management
- Planning and reporting
- Problem solving
- Self-motivated
- Basic computer skills
- Reflective of Fieldstone values
- Innovative
- Results oriented
- Able to manage conflicting priorities in a fast paced environment
- Flexible, open to new ideas
- Team oriented; works well with and through others to accomplish goals
- Takes initiative to assess and solve problems.

## JOB QUALIFICATIONS

- Working knowledge of components of the homebuilding process
- Three years of sales experience, demonstrating a good sales track record
- Valid California Driver license and clean driving record
- 

## EDUCATION

- High school diploma required
- Real Estate License required
- Bachelor's degree preferred, but not required