

## ONLINE SALES CONSULTANT

**Break into the HOT Denver Real Estate market with BLVDWAY Communities**, Colorado's newest and rapidly expanding home builder. We are seeking an upbeat, charismatic Online Sales Consultant who will support our online sales and marketing initiatives.

BLVDWAY is building a progressive, employee-centric culture that celebrates entrepreneurship with a collaborative, everyone-pitch-in mindset, where ideas are openly shared and employees are actively engaged. If you thrive in a fast-paced, exciting, and progressive company, join our team for growth and opportunity. For more information about the company, visit [www.theblvdway.com](http://www.theblvdway.com).

This is an hourly position with great commission potential. Some real estate knowledge is helpful but not required. Sales experience is a plus.

Primary duty is to respond, qualify, and manage online lead information requests.

Duties include but are not limited to:

- Provide immediate response to all online leads.
- Provide immediate live chat response (based upon agreed live chat session hours).
- Add new online leads into designated CRM and maintain that information until the lead is transferred to a New Home Sales Consultant.
- Responsible for devising and implementing a targeted follow-up process via the CRM system for all online leads consistent with buyers' specific needs.
- Follow-up multiple times with each online lead until an appointment is set to meet with a New Home Sales Consultant.
- Set and confirm appointments with the New Home Sales Consultant, with appropriate follow-up as needed.
- Track and report on conversion statistics (leads/converted, appointments set, appointments kept, appointments/sales).
- Maintain current knowledge of all communities.
- Participate in weekly sales meetings.
- Send out marketing collateral requested by online leads.
- Maintain a dedicated phone number and voicemail for online leads.
- Perform and maintain competitive web market research.
- Other projects as assigned.

Job Qualifications:

- Current working knowledge of homebuilding and residential real estate industry.
- Enjoy sales and marketing activities.
- High energy, positive can-do attitude.
- Advanced web, email, and CRM database experience.
- Strong computer skills, including Microsoft Office and spreadsheet applications.
- Knowledge of social media platforms.
- Detail oriented, customer-focused follow-up skills.
- Excellent email writing and telephone communication skills.

- Solid organizational, planning, and managing skills.
- Works well in an unstructured environment, and can quickly tackle ad-hoc projects with minimal supervision.
- Experience working under deadlines.

Preferred, but not required:

- Bachelor's degree in sales and/or marketing.
- New home sales or resale experience preferred.

This position is located in Denver, CO.

*BLVDWAY is an equal opportunity employer and committed to supporting and celebrating diversity in the workplace. We strive to create an inclusive environment for all employees and prohibit discrimination and harassment of any type in regard to race, color, religion, gender, sexual orientation, gender identity or expression, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, disability, protected veteran status, genetic information, or any other characteristic protected by applicable law. All employment is decided on the basis of qualifications, merit, and business need.*