

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 Sales Assistant for our Thornton community. This is not just a job but an opening to grow into a New Home Sales Associate.

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.

This is an hourly position with great commission potential. Some real estate knowledge is required. Sales experience is a plus.

Primary duty is to assist the Sales Manager in day-to-day sales activities and provide on-site coverage when Sales Manager is off-site. Applicants must have their own car and be able to work weekends.

Duties include but are not limited to:

- Learn and master the structured selling process; including demonstrating all the product features and benefits as well as the ability to write sales contracts with potential homebuyers
- Assist Sales Manager with initiating and maintaining communication with homebuyers and realtors through various channels
- Utilize the company's systems, including but not limited to FAST
- Provide administrative assistance such as filing, drafting correspondence, data entering, and ordering supplies
- Support Sales Manager with market research and managing real estate listings
- Answer/screen incoming telephone calls and greet/screen guests in a friendly, polite and professional manner to deliver a positive customer experience
- Provide timely and consistent follow through with customers
- Cross-trained to work at other communities
- Keep the sales trailer and community clean and well maintained

Candidates must display the following qualifications:

- Self-starter with the ability to multi-task while working independently within identified parameters
- Able to work weekends
- Loves sales & interacting with people
- Excellent verbal, written, and interpersonal communication skills with a strong emphasis on listening
- Strong presentation and telephone skills
- Team-oriented, professional appearance, and demeanor
- Ability to work in a fast-paced environment and under pressure
- Maintain regular attendance and punctuality
- An enthusiasm to learn and be trained and accept constructive feedback
- Well-organized and detail-oriented with an aptitude in problem-solving
- Good computer skills (MS Office Products)
- Proficient with SM platforms
- High school diploma or GED required
- Valid driver's license

Desired Skills:

- Valid real estate license
- College degree

Job Type: 35-40 hours per week

Compensation: \$20-25/hr, based on experience + commission

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.