



Job Title: Junior Sales Assistant

Key Responsibilities:

Provide Sales Assistant to the Lead Sales Agent within their assigned communities.

- Attend Scheduled Meetings & Events as a McGuinn Homes Professional
- Assist at marketing the communities (including social media) and community events
- Co-list and assist in auditing MLS listings as well as the McGuinn website for accuracy
- Being Available in a Community upon Lead Agent Absences and Scheduled Days off, responding to any leads given and inquiries promptly upon these scheduled days
- Assist Lead Agent in Sales Expectations to meet minimum community sales budgets
- Assist in Weekly Community Meetings with Construction for clear communication and progress updates while addressing customer needs and community concerns. Maintain Team Collaboration.
- Assist on Purchase Agreements or Addms, when necessary, in a timely and accurate manner.
- Follow up with customers & the closing coordination team, addressing any concerns related to the community or their purchase on Lead Agents Days off; including inspections, orientations or closings.
- Regularly Walk homes in progress, maintain community signage, and address any issues promptly.
- Stay informed on competitor offerings & market conditions to position McGuinn Homes effectively
- Maintain Market Knowledge including assisting on CMA's for the Community
- Assists Lead Community Agent on Model Home Policies, including model SOP's & inventory
- Contact New Co-Broke Agents Weekly through regular Marketing
- Maintain Leads and updates in Lasso CRM System as well as Marks System for Accuracy
- Maintain and update any reports required or as requested upon Lead Agents Absence
- Understand Community Home Plans and have knowledge of the Community HOA
- Have Basic Knowledge on Lending Programs and assist customers with preferred lenders, as necessary
- Encourage a Positive Work Environment, including 5 Star Surveys
- Be a Team Player, acting as liaison for the community with all employees and customers
- Maintain Professional Dress as well as Ethical Standards as stated in the BIC Policy Book
- Maintain SC Real Estate License as well as complete all Continuing Education as Mandated by SC

Qualifications:

- SC Real Estate License
- Minimum 1 year sales experience, or new home sales or general sales experience
- Team Player with Exceptional Communication Skills
- Motivated and Energetic, Desire to Achieve Goals
- Computer Skills or CRM systems and other sales tools
- Flexible Working Schedule

What We Offer:

- Rewarding commissions with minimal base pay
- Benefits package, including 401K

- Comprehensive training and professional development, Opportunities for Growth
- The opportunity to assist clients achieve homeownership in our quality homes

If interested in working with us, please reach out with your resume to Jim Crowson, our CHRO, at Jim@McGuinnHomes.com.

McGuinn Homes is proud to be an equal-opportunity employer.