



# Sales Representative

## Job Description

### Summary

The Sales Representative is responsible for establishing and maintaining productive dialogue with all new Sea Island Residential customers, leading them through the Sales Cycle from first contact to completion of construction, collection of final payment, and obtaining positive reviews and referrals for new business. They must be knowledgeable of all products and services, possess impeccable follow-up and follow-through, and be able to maintain positive and professional communication with all customers. The ideal candidate must have strong personal motivation with an uninhibited drive to succeed, while upholding the integrity and high moral character that separates Sea Island Residential from its peers.

### Key Responsibilities

- Make introductions to all new customers in designated territory
- Receive new sales leads through website, personal networks, referrals, and lead generators
- Participate and attend networking events regularly
- Answer all phone calls, texts and emails within 24 hours
- Be able to document all needed information within our customer management software
- Diligently follow Sea Island Residential's Sales Cycle from start to finish
- Stay knowledgeable about all of Sea Island Residential's products and services
- Promote our services to all leads in the manner of a highly skilled sales professional

### Requirements

The Sales Representative must have reliable transportation. The position requires daily travel. Standing and sitting for long periods of time. Must have and be able to efficiently use a cell phone and a computer for the majority of the day. Must be able to lift at least 80 pounds.

### Skills

- Must be technologically savvy
- Sales oriented
- Excellent customer service
- Superior follow through
- General construction knowledge is preferred

The Sales Representative will report to the Director of Operations. Salary + Commission, PTO