

**OLD TOWN DESIGN GROUP
SALES ASSOCIATE
JOB DESCRIPTION**

Old Town Design Group is seeking a Sales Associate to join our team in Carmel, IN. We are a dynamic and growing custom home builder, known for developing outstanding locations with timeless home designs. Old Town has a passion for people and the communities in which we work, and we are looking for a like-minded team member who will bring a passion for excellence, great work ethic, and a positive, can-do attitude to our team.

FUNCTION:

The Sales Associate will be a part of the exceptional sales team acting as the first point of contact with many of the future and current customers in their home building experience.

MISSION:

The Sales Associate will assist in providing a world-class home buying experience in tangent with the Sales Consultant.

RESPONSIBILITIES:

- Facilitate lead follow-up at the direction of the New Home Consultant working to establish next call and/or schedule an appointment
- Conduct lead nurturing activities such as written letters, emails, and calls
- Make phone calls to all leads generated through marketing email campaigns
- Input and manage all leads/customers within Customer Relationship Management platform ensuring that all notes and required information are captured
- Respond to all web inquiries within required timelines
- Greet customers and establish bond/build rapport upon arrival at model/spec home; complete 1st tier qualification and work to complete registration
- Schedule connection meetings and events with realtors
- Assist NHC in preparing pricing details, specifications sheets and contract documents
- Serve as representative for Old Town Design Group at Carmel's Farmers Market and other marketing/sales events
- Provide backup/support across models as needed (travel in Hamilton County, Franklin and Lafayette may be required)
- Perform general sales administrative tasks
- Other duties as assigned

EDUCATION AND EXPERIENCE:

- Able to clearly and warmly explain to prospective clients Old Town Design Group's building process
- Greet and communicate with prospective clients in a manner to create a positive customer experience
- Follow Old Town Design Group's sales playbook
- Effectively manage day to day tasks to support the New Home Consultants through the selling process
- High attention to detail with the ability to manage projects between both internal teams and clients
- Strong verbal and written communication skills

REPORTING:

- Marketing & Sales Manager
- New Home Consultant

EMPLOYMENT STATUS:

- Full Time (40+ Hours & 5 Days Per Week)
- Work days will typically include Thursday through Sunday from noon to 5pm for model home hours. In addition Wednesday, from 8 am – 5 pm for administrative/office work

BENEFITS:

- Base Salary
- Opportunities for bonus based on contract goals
- Company Health Insurance
- 401K Matching Plan (100% match up to 3% and 50% match on next 2%)
- Two Weeks Paid Vacation



The Old Town Design Group

Employment Application

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resource Department.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Current Salary: \$ _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employers, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any application from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specific period or defined duration. I understand that no supervisor or representative of the employer is authorized to make any assurance to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's partners.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Signature: _____ Date: _____