



**OLD TOWN DESIGN GROUP
SALES ASSISTANT (PART TIME)
JOB DESCRIPTION**

Old Town Design Group is seeking a part-time Sales Assistant 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 Assistant will provide support to the Sales Team and work collaboratively with Old Town team members to provide an exceptional home buying experience for our clients.

MISSION

The sales assistant is the first introduction and impression to Old Town Design Group. This position will create a welcoming and engaging atmosphere for our customers from the moment they step into our homes. A warm greeting and attentive service sets the tone for the entire experience, fostering a positive relationship that encourages trust and loyalty. By embodying our company values of professionalism, courtesy, and enthusiasm, they will play a pivotal role in ensuring exceptional customer satisfaction and driving sales growth.

RESPONSIBILITIES

- Support the Sales Team and sales department with all Old Town sales initiatives
- Work within our communities throughout Hamilton County and surrounding areas, including West Lafayette
- Staff models during storefront open hours engaging with potential clients and homeowners
- Create a positive, welcoming and comfortable environment when engaging with guests, while maintaining a professional manner
- Provide community and builder information to actively engage with potential homebuyers and promote our residential properties
- Monitor and restock necessary supplies within the model homes
- Monitor and help maintain a visually appealing environment both within the sales models and throughout the community
- Collaborate and assist the New Home Consultants with sales

- Input and manage leads and clients within Salesforce (CRM) ensuring that all notes and required information are captured
- Assist with Realtor and Marketing events
- Assist with lead nurturing activities (writing letters, emails, calls)
- Provide support to facilitate closing, prepare Welcome Home and other client gifts
- Perform general administrative tasks to support the Sales Team
- Other duties to support the company's' initiatives as assigned

EDUCATION AND EXPERIENCE

- High School Diploma or GED
- Previous Sales, Customer Service or Guest Relations preferred
- High attention to detail with the ability to work with internal teams and clients
- Self-starter who can work well both as part of a team and independently

SCHEDULE

- Part-time not to exceed 30 hours per week
- Workdays will include Wednesday 10:00AM-1:00PM, Thursday-Sunday 11:30AM-5:30PM

REPORTING

Director of Sales