



PALMETTO BLUFF

ASSOCIATE SALES AGENT

Position description: The Associate Sales Agent is responsible for supporting the sales team in all facets of their business related to transactions at Palmetto Bluff, as well as managing the listing and purchase processes for the resale business

Essential Responsibilities

- Prepare Purchase and Sale Agreements for all resale transactions
- Prepare Exclusive Listing Agreements for resales (home sites and homes).
- Maintain resale listing inventory (home sites and homes) / price list.
- Monitor resale listings, prepare listing renewals and price changes.
- Coordinate showings with listed owners.
- Prepare homes for showings.
- Serve as resource for outside brokers who want to show PB listed homes/homesite.
- Compile feedback from sales team regarding listed homes and home sites.
- Regular communication with listed owners.
- Compile resale data; list prices, sale prices, closing dates, sq. ft., bedrooms, baths, etc. Also tracks all data for resale home site sales; i.e. list price, sales price, acreage, view.
- Coordinate open houses for real estate showings and ensure that listed homes are always “show ready.”
- Provide weekly resale traffic updates to the sales and marketing teams.
- Manage the BrightDoor database properties section to ensure all data is always up to date and accurate.
- Provide front desk coverage for the real estate office(s) when necessary.

Position Requirements and Demands

- Active South Carolina Real Estate license
- 2 years’ experience in real estate sales office
- Strong communication skills
- Ability to work well under pressure and balance multiple priorities and assignments to meet deadlines
- Proficient in Microsoft Outlook, Word, Excel, MLS and BrightDoor Database
- Able to work independently and in a team environment
- Tactful and diplomatic interpersonal skills
- Ethical, conscientious and dependable work ethic
- Friendly, self-starter, energetic, enthusiastic, high level of customer care skills
- Exhibit an ability to foster a “team” environment when serving both internal and external customers
- Ability to establish and maintain good working relationships with co-workers
- Time management, multitask, phone skills, friendly, enthusiastic, job ownership/responsibility, adaptable to various personalities/situations, approachable demeanor and professional image

Palmetto Bluff

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Bluffton, SC 29910

www.palmettobluff.com

Other Demands

- Driver's license status to insurance requirements when hired.
- Knowledge of real estate contract, title and law
- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Standing/walking for extended periods of time
- Ability to travel to different field locations and stay overnight as required
- Ability to carry 10-25 lbs. (computer, files, etc.)
- Office environment with exposure to personal computer monitor and frequent use of a keyboard
- Possible construction environment with exposure to dust, noise, temperature fluctuations, moving machinery, and so on
- Valid driver's license or reliable method of transportation to/from work
- Ability to work late hours and weekends as required to meet deadlines

DISCLAIMER

This document describes the position currently available and serves only as a summary of the typical functions of the job. It is not an exhaustive or comprehensive list of all possible job responsibilities. Tasks, responsibilities, and duties of the jobholder may differ from those outlined. Other duties, as assigned, might be part of the job. This is not an employment contract. Our company reserves the right to modify job duties or job descriptions at any time.

Palmetto Bluff Development Company is an Equal Opportunity Employer