

**Job Title:** Part-time New Home Sales Assistant

**Location:** Dominion at Brookhollow – Prosper, TX

**Compensation:** \$25.00 per hour

**Status:** Part-Time (29.5 hours per week), weekend availability required

**Position Overview** We are seeking an organized, customer-focused New Home Sales Assistant to support our sales team at Brookhollow. This role is essential for maintaining daily operations, managing administrative tasks, and ensuring a high-quality experience for prospective homebuyers.

### **Key Responsibilities**

- **Customer Engagement:** Greet prospective homebuyers at the model home or sales office; provide professional and helpful information regarding available homes, communities, and pricing.
- **Administrative Support:** Support the sales team with lead tracking, data entry, and CRM updates. Answer phone calls, emails, and online inquiries in a timely manner.
- **Sales Operations:** Assist with scheduling appointments, coordinating tours, and following up with prospects as directed by the sales team.
- **Marketing & Social Media:** Help prepare brochures and sales documents. Capture photos and videos for social media content.
- **Presentation:** Ensure the model home and sales center maintain a professional, organized, and inviting appearance at all times.
- **Events:** Attend community events or open houses as needed.

### **Requirements**

- **Availability:** Must be able to work weekends.
- **Communication:** Strong verbal and written communication skills for professional buyer interactions.
- **Technical Skills:** Comfortable with data entry and social media platforms.
- **Attributes:** Highly organized, proactive, and customer-service oriented.

### **Additional Information**

- This is a part-time position (29.5 hours/week).
- As a part-time role, this position is not eligible for benefits.