To apply, submit employment application (click here for application), resume and letter of interest to: Property Manager
3800 Fairway Hills Drive, Rapid City, SD 57702

I. POSITION TITLE: Condominium Sales Associate

II. EMPLOYMENT CLASSIFICATION: Professional

III. JOB CLASSIFICATION: Nonexempt

IV. ACCOUNTABLE/REPORTS TO: Property Manager

V. POSITION(S) REPORTING TO THIS POSITION: None

VI. DUTY HOURS: A minimum of 40 hours per week. Additional hours may be needed to complete duties of the position.

VII. MINIMUM REQUIREMENTS:

   EDUCATION: Associate degree in a business related field required; bachelors’ degree preferred. Real estate license preferred (in good standing).

   EXPERIENCE: Three (3) to five (5) years of sales experience required.

   PHYSICAL: Good vision and hearing; good manual and finger dexterity; able to sit and stand for long periods of time; occasionally exert force to lift and/or move objects up to 40 lbs.

   SKILLS EXPECTATIONS: Must possess strong customer service and sales skills; ability to prospect, sell and close to customers; marketing and management skills; proficiency with Microsoft Office products; interpersonal and professional communication skills; ability to work in a team environment and direct projects/tasks.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: Responsible for all sales activities, from lead generation through closing. Develop and implement agreed upon marketing plans which will meet both personal and business goals.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

   * A. Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made.

   * B. Develop a database of qualified leads through referrals, direct mail, networking, and other forms of marketing.

   * C. Follow-up on new leads and referrals.
* D. Market, establish, and maintain relationships with potential and existing clients through professional, social, civic, and community groups.

* E. Prepare presentations, proposals, and contracts.

* F. Develop and maintain sales and marketing materials.

* G. Prepare and maintain a variety of status reports, including activity, closings, follow-up, and adherence to goals.

* H. Prepare and maintain a well-documented chronicle of all events and actions pertaining to the properties.

I. Other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures and practices of the university and/or university president.

Fairway Hills/Vista Park reserves the right to alter this position’s job description/job duties to meet the needs and goals of the institution.

*Denotes essential elements of the position.