

New Home Sales Agent for Navigate Homes

Navigate Homes is seeking a full-time New Homes Sales Agent to sell our new townhomes, duplexes, condos, and single-family homes. This person will be enthusiastic about connecting prospective buyers with high-quality new construction homes in a variety of different price ranges. They'll be able to jump at a moment's notice to meet a prospect at a new home and will get excited about writing purchase agreements during evenings and weekends. Our New Homes Sales Agent will get to know our homes and neighborhoods better than anyone, which will help us all accomplish our goals.

The New Home Sales Agent guides buyers and buyers' agents through the home selection, building, and buying process. They will perform showings, input listings, prepare sales documents, and promote the homes to potential buyers. The New Home Sales Agent will be in frequent contact with home buyers, buyers' real estate agents, the Selections Coordinator, and the VP of Sales & Marketing. This job requires frequent work during evenings and weekends but provides for a flexible schedule during the work week.

ESSENTIAL DUTIES/RESPONSIBILITIES:

New Home Sales Agent

Iowa City, Iowa, area with travel to Cedar Rapids and surrounding communities

- Sell 20-50 new construction homes per year
- Show homes to potential buyers and host open houses and events
- Input data into Multiple Listing Service (MLS) and update regularly
- Update Navigate Homes' social media & website regularly with photos and inspiring text
- Respond to e-mails, answer phones, meet clients, field general inquiries
- Provide input on home plans and help create new designs with the team
- Help lead marketing efforts including advertising, promotions, etc.
- Understanding of the basics of new home construction is preferred
- Basic skills in graphic design and photography are preferred, but not required
- General duties as assigned

Skills, Knowledge, Abilities, and Mental Requirement

- Strong understanding of real estate sales, rules and laws, forms, documents, disclosures, and agreements
- Outstanding attention to detail, organization, multi-tasking, problem solving, and interpersonal skills.
- Ability to handle and prioritize multiple projects.
- Ability to interact effectively at all levels.
- Ability to read, count and write to accurately complete all documentation.
- Ability to work independently with minimal supervision.

PAY:

For an experienced agent who meets the criteria and has construction knowledge and graphic design capabilities, the total compensation is expected to be \$75,000-\$100,000 per year plus benefits including medical, dental, 401K, and employer-paid real estate license, education, memberships, and insurance. Base pay is \$50,000 per year plus \$1,000 for every listing closed and \$2,000 for every buyer represented and closed.

JOB REQUIREMENTS:

- Must be licensed to sell real estate in Iowa
 - Valid driver's license and reliable vehicle
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