

POSITION: Welcome Center Representative

REPORTS TO: Nocatee Welcome Center Manager

POSITION SUMMARY

The Nocatee developer is seeking a professional who is outgoing, friendly, and able to communicate the Nocatee development plan and lifestyle with prospective residents and realtors.

The position will also require working with data, creating reports, and presenting findings and analytics to the Welcome Center Manager. There is no direct selling of homes or real estate and a realtor's license is not required.

Responsibilities

- Greet prospective buyers at the Nocatee Welcome Center and respond to inquiries about the community. The overall objective is to sell the Nocatee lifestyle.
- Capture information from prospective buyers, organize the data in a standard reporting format, interpret the information and report periodically to management.
- Realtor education and presentations of the Nocatee community
- Maintain the database of prospective buyers and ensure appropriate follow-up
- Online Lead Management, and Email Lead Nurturing
- Phone and Website Lead Nurturing
- Monitor collateral inventory and overall Welcome Center upkeep
- Assist with Golf Cart Tours of main amenities
- Attend Developer/Builder events
- Additional projects as directed by the Welcome Center Manager

Basic Qualifications:

- Knowledge of Excel and Powerpoint
- Excellent written and oral communication skills
- Demonstrated problem solving and decision making skills
- Ability to handle multiple projects simultaneously
- High attention to detail and accuracy
- Professional appearance

Preferred Qualifications:

- Demonstrated strong presentation skills
- Demonstrated strong team player skills
- Demonstrated analytical and critical thinking skills
- Demonstrated strong work ethic and high intellectual curiosity
- Strategic forward thinker with creative initiative
- Experience in sales/marketing