



Administrative Sales Manager – Residential Construction

Pacific Lifestyle Homes -- a growing Pacific NW homebuilder -- seeks an experienced, professional Administrative Sales Manager to lead the following sales operational areas: transactions, online sales, design studio and customer relationships including customer communication.

This position significantly contributes to the achievement of Company sales and soft cycle goals. If you have demonstrated leadership, project management, communication, team building and motivational skills, you are encouraged to apply.

We are located in beautiful Vancouver, WA (approximately thirty minutes from Portland, OR). **Our compensation package includes base plus bonus plus benefits.** This is a full-time position reporting to the VP of Sales and Marketing.

An ideal candidate enjoys a challenge and thrives on making positive contributions to Company goals while exemplifying our core values including: **Integrity, Respect, Teamwork, Accountability, Candor and Humility.**

Our work environment is team-oriented, supportive and customer-centered. PLH employees take great pride in their work and have a genuine enthusiasm for seeing customers' dreams realized. To learn more, please see our website:

www.pacificlifestylehomes.com

For additional information about **PLH's Company Culture**, we invite you to view the video at the following link:

<https://youtu.be/2sNbXsz8D8c>

Responsibilities include:

- Overseeing project definition and transactional paperwork to meet or exceed Company sales goals
- Ensuring compliance with real estate business regulations
- Reviewing and analyzing contracts for accuracy and alignment with Company practices
- Hiring, training, coaching and leading sales operations teams including the design studio
- Developing and facilitating effective training
- Actively participating in the closing process to ensure home closing goals are met
- Effectively utilizing CRM tools; providing CRM training
- Contributing to sales forecasting, budgeting and goal setting processes
- Developing regular sales reports
- Providing exceptional customer service

Desired Knowledge, Skills and Abilities:

- 2-5 years of leadership experience preferably **in the residential construction field**
- Bachelor's degree in business/sales field or Associates degree with equivalent experience
- Self-motivated, energetic and driven
- Supportive and results-oriented coaching style
- Leads by example to demonstrate desired organizational culture and positive results
- Strong work ethic
- Logical decision-making abilities
- Creative and proactive problem solver
- Exceptional interpersonal and verbal/written communication skills
- Strong organizational abilities; reliable, follows through and achieves goals
- Demonstrated ability to develop and facilitate effective sales training
- Proficient using contact management software (CRM) and MS Office

Successful completion of a pre-employment drug test and background check are steps in our hiring process.

For consideration, please forward:

- 1) A completed **Career History Form (Online Application)**** found at the following link:

https://pacificlifestylehomes.topgradingonline.com/job_openings/administrative-sales-manager-residential-construction?utm_campaign=direct_links&utm_medium=job-boards&utm_source=

****NOTE: To be considered, the Career History Form must be completed.**

- 2) **Upload your résumé and cover letter including compensation requirements.**

If you have questions about the application process, inquire via email with our recruiter at: ASM@TJandassociates.com

We are proud to be an Equal Opportunity Employer.