

# SOUTHERN HOMES

**Job Description: Sales Coordinator**

**Job Reports To: Sales Manager**

## CORE COMPETENCIES AND JOB REQUIREMENTS:

- High School Diploma or equivalent required.
- Associates degree or equivalent preferred.
- 2 to 5 years' experience in an administrative role.
- Homebuilding experience preferred.
- Computer literate with the ability to work with a diversity of business software.

## POSITION SUMMARY:

The Sales Coordinator is responsible for the administrative support to the Sales Manager and sales personnel and to ensure a smooth flow of paperwork and communication.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

**Essential Duties and Responsibilities are as follows. Other duties may be assigned.**

## KNOWLEDGE, SKILLS AND ABILITY REQUIREMENTS:

**Language Skills.** Ability to read and interpret documents such as policies, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of peers or team members.

**Mathematical Skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability.** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## OTHER

**Rules and Regulation.** All employees must adhere to all safety rules and regulations required by local, State and Federal authorities, wear the appropriate personal protective equipment necessary to perform the job in a safe manner and will follow all safety rules per the Company's Safety Policy.

**Physical Demands.** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The team member must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

**Work Environment.** The work environment characteristics described here are representative of those that a team member will encounter while performing the essential functions of this job, but frequent visits to our production plant will happen, requiring personal protective equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment ranges from moderate (office) to loud (production plant).

## READ, RECEIVED, AND UNDERSTOOD:

\_\_\_\_\_  
Team Member

\_\_\_\_\_  
Date