



Sales and Administrative Assistant – Hollister, CA

Anderson Homes, an award winning new homebuilder in Northern California, is seeking a Sales and Administrative Assistant at our community in Hollister. Important responsibilities of this position will include document processing and providing outstanding customer service. The ideal candidate will have a professional appearance, a strong attention to detail, and enjoy working in a sales-oriented atmosphere. More specific responsibilities will include, but are not limited to:

- Prepare and organize sales documents, reports, and customer database
- Provide reliable support to the sales team, including coordination of schedules and communicating with escrow, lenders, construction staff, corporate staff, and customers under the direction of the Sales Associate
- Provide customers with outstanding service by professionally communicating a thorough knowledge of our homes, communities, and brand
- Effectively demonstrate the model homes and homes available for sale
- Ensure and assist in maintaining a clean and professional environment in the sales office and model homes
- Consult with homebuyers at our onsite design center to create a vision for their new home; assist with selections such as flooring, countertops, cabinetry, wall color, and more; prepare work orders for construction
- Perform other duties that may be assigned
- Understand and follow all company policies and procedures

Job requirements include:

- Polished and professional appearance
- A “can do” attitude and desire to learn new skills
- Strong administrative skills; organized with attention to detail
- Strong customer service and communication skills
- Working knowledge of Microsoft Office 365 (Word, Excel, and Outlook) and Adobe Acrobat
- Interest in home decorating and design
- Willing and able to work weekends and most holidays
- Valid California Real Estate license is a plus, but not required

This is a full-time position with a salary of \$15/hour plus bonuses on performance. Anderson Homes offers outstanding benefits and a 401K matching program.

A family tradition since 1984, Anderson Homes is recognized for quality, superior homebuilding, and remarkable communities. Interested candidates, email a cover letter and resume to careers@anderson-homes.com.