



## *Sales and Design Coordinator – Los Banos, CA*

Anderson Homes, an award winning new homebuilder in Northern California, is seeking a Sales and Design Coordinator at our community in Los Banos. This position is ideal for candidates who are energetic, polished and capable of helping buyers select décor for their new dream home, and providing administrative support to the Anderson Homes sales team. More specific responsibilities will include, but are not limited to:

- Consult with homebuyers to create a vision for their new home within their budget; assist with selections such as flooring, countertops, cabinetry, wall color, and more; prepare work orders for construction
- Work with vendor representatives to ensure their most popular and current offerings are available at our design center
- Provide buyers with outstanding service by providing well-informed product information and ensure construction deadlines are met with minimal disruption
- Provide reliable support to the sales team to maximize the amount of time sales staff can spend on productive selling activities, including coordination of schedules and communicating with escrow, lenders, construction staff, corporate staff, and customers
- Prepare and organize sales documents and reports
- Demonstrate and professionally communicate a thorough knowledge of our products, communities, and brand to customers
- Ensure and assist in maintaining a clean and professional environment in the sales office and model homes
- Perform other duties that may be assigned
- Understand and follow all company policies and procedures

Job requirements include:

- Strong communication skills, both written and verbal; strong customer service skills
- Organized, attention to detail
- Interest in home decorating and design
- Knowledgeable in Microsoft Office and computer skills
- Polished and professional appearance
- Self-motivated
- Willing and able to work weekends and most holidays
- Valid California Real Estate license is a plus, but not required
- Experience in new home sales, escrow, or loan processing is a plus, but not required

A family tradition since 1984, Anderson Homes is recognized for quality, superior homebuilding, and remarkable communities. Anderson Homes offers outstanding benefits and a 401K matching program. Interested candidates, email a cover letter and resume to [careers@anderson-homes.com](mailto:careers@anderson-homes.com)