



Sales Associate *Tropical Homes*

ABOUT TROPICAL HOMES

Tropical Homes is a division of the Parkside Group - a large Queensland based multifaceted and diverse company, who have been operating for over 75 years. Privately owned, Parkside is a leading player in saw milling, timber manufacturing, land and property and commercial development, home construction and retirement industries with operations across Australia and into Papua New Guinea.

Tropical Homes has over 75 years of building experience and completed thousands of homes for North Queenslanders. We are committed to producing quality homes tailored to the needs of our customers in the Townsville area and beyond, whether they be first home buyers, property investors or families. Our team understands that a new home is a large investment so we want to make the experience enjoyable and rewarding. We pride ourselves on delivering honest, reliable and trustworthy service throughout the building process.

Further details are on our website tropicalhomes.com.au

ABOUT THE ROLE

An opportunity has arisen for a strong administrator with customer service experience and an interest in the property and construction industry to support our New Home Sales Professionals. The role is based both at our Design Hub on Nathan Street, Cranbrook and in our Display Homes.

- Build your career within a high performing, passionate and well respected team
- Play an important role in our customers' new home journey
- Enjoy great benefits including development opportunities.

This hands-on, full-time position requires a commitment to work most weekends.

Sales Associates provide direct administrative support to the New Home Sales Professionals whilst working and contributing to a team environment.

KEY RESPONSIBILITIES

- Welcoming potential clients into Tropical Homes' unique Design Hub and Display Homes, and providing them with outstanding customer service
- Maximising sales of Tropical's range of homes by qualifying leads and creating opportunities for the Sales Professionals
- Ensuring ongoing accuracy and timely delivery of all support documentation
- Presenting marketing materials to potential clients
- Maintaining a stock register
- Developing and maintaining house and land packages
- Updating the Tropical Homes website and liaising with Marketing Consultants.

YOU WILL BE A GREAT FIT IF

- You possess strong administration and customer-facing experience
- You have the ability to build strong relationships with internal and external stakeholders
- You have an interest/passion for a long-term career in New Homes Sales
- You have excellent time management & organisation skills
- You have intermediate computer skills
- You have strong communication skills
- You show flexibility, adaptability and the ability to thrive under pressure.

Applications will be in the strictest confidence and should be directed to
EDDIE LAZZARONI - TROPICAL HOMES SALES MANAGER m.0459 984 930 Eddie.Lazzaroni@tropicalhomes.com.au