

Design & Project Development

We are looking to add an experienced Design and Project Development representative to our team. This individual will guide clients through our sales process: from design to contract, delivering an experience and product that is second to none in our industry. If you want to be part of a company that is dedicated to producing beautiful projects that exceed client expectations, we want you as part of our team.

Highmark Builders provides high-quality custom home build and remodeling services. We help our clients make their dream home a reality. From our design team to our carpenters, everyone is dedicated to executing the highest level of craftsmanship in our industry. We are proud to be a locally owned business, building trust in our clients and community.

Job Responsibilities:

- Develop your own leads by various means
- Follow up on provided leads and communicate with sales manager on the status of design sales
- Generate floor plans, elevations, and interior selections for proposed remodels
- Work with estimating department to generate accurate sales proposals
- Regularly communicate with Project Managers
- Provide each client with exceptional customer service and communication
- Attend sales meetings
- Assist in marketing efforts
- Work the Parade of Homes and Artisan Home Tour

Qualifications:

- Exemplify the 5 Core Values of Highmark
 - Trustworthy
 - Intentional
 - Driven
 - Humble
 - Wise Sales experience
- Sales experience
- Design experience
- Thorough understanding of residential construction
- Excellent customer service skills
- Proficiency in computers- including Microsoft Excel, Outlook, etc. , Chief Architect, Buildertrend
- Must possess strong organizational skills and attention to detail
- Strong written and verbal communication skills
- Willing to work evenings and weekends to accommodate client schedules

Benefits:

Base salary

Sales commissions paid quarterly

Vehicle allowance

Responsible Paid Time Off policy- so our employees can have work/life balance

Paid holidays

Medical insurance- company pays 100% of employee-only premium on lowest cost plan

Dental insurance

Vision insurance

401(K)

Profit sharing