

Job Description

Role: Sales Associate (Mandarin Speaking)

Location: San Francisco, CA

Description of Role

The Sales Associate is responsible for implementing The Mark Company's sales strategies. The Sales Associates works in a team environment to accomplish project-specific sales goals. Due to the fast-paced environment and high demands of developments, it is imperative that the Sales Associate be even keeled and possess the ability to institute a methodical approach to decision making and exercise excellent discretion in problem solving.

Competencies

- Meets or exceeds The Mark Company's performance pillars:
 1. Exceptional Relationship Management & Communication Skills
 2. Embraces The Mark Company Processes and Programs
 3. Adheres to The Mark Company Policies and Administration
 4. Excellent Customer Sales; Strong negotiating and Closing Skills
- Understands and communicates financing terms, conditions and policies effectively.
- Works with The Mark Company team to develop effective messaging that is in line with developer goals for the project
- Organizes and prioritizes activities based on stated business and sales goals.
- Works and communicates effectively with managers, co-workers, developers and customers.
- Collaborates with co-workers to meet stated business goals in a high-volume, fast-paced environment.
- Responds quickly to change and adjusts activities when necessary in a constantly changing environment.
- Communicates effectively verbally and in writing.
- Pays attention to detail and organizes work activities to eliminate confusion and mistakes.
- Behaves and communicates ethically and professionally.
- Demonstrates confidence, expertise and maturity in handling difficult and challenging situations.
- Recognizes the feelings, attitudes, concerns and capabilities of others and situations.
- Works to achieve high levels of personal and organizational performance.

Responsibilities

- Provides prospects with sales presentation development tours as needed, driving the sales presentation from inception to close.
- Tracks and manages leads utilizing eMark technology platform to TMC standards.
- Works with the Sales Team to ensure that all project pricing and absorption goals are being met, if not surpassed.
- Follows The Mark Company policies, guidelines and templates.
- Ensures that all proper contract documents are current and in place.
- Ensures that all contracts are being processed correctly by the Sales Team and that all documents have been signed by both buyer and seller.
- Coordinates with the Project Management teams regarding traffic generating needs and outreach strategies.

- Prequalifies buyers utilizing the financing tools available in the Sales Center.

Desired Skills & Experience

- Valid real estate license required
- BA/BS degree preferred
- 3-5 years of new home experience: specifically luxury high density developments coupled with a proven sales record
- Proficient with Microsoft Word, Excel and Outlook. General understanding of CRM and Lead Generation Software programs.
- Fluent in Mandarin required.

About The Mark Company

The Mark Company is one of the nation's premier urban residential marketing and sales firms. Founded by Alan Mark in 1997, The Mark Company provides a full range of core consulting services including analytics, design, marketing and sales for urban high-rises and suburban attached properties throughout the Western United States. The firm is a trusted partner to global leaders in residential development and finance, providing buyer-driven sales and marketing strategies that produce industry-leading results. The Mark Company has represented more than 10,000 residences and generated over \$5 billion in sales for some of the nation's most notable and successful developments including The Infinity in San Francisco, Evo in Los Angeles and The Martin in Las Vegas. Current projects include 181 Fremont Residences in San Francisco and SL70 in Los Angeles. A subsidiary of Pacific Union International, one of the San Francisco Bay Area's top-performing resale brokerages, The Mark Company benefits from an enriched leadership team, enhanced technology and added global reach through its affiliation with Christie's International. For more information, please visit www.themarkcompany.com.