

Sales and Marketing Coordinator

Carmel Builders, a professional remodeling firm located in Menomonee Falls, is looking to expand our team. This position is the perfect opportunity for someone with an enthusiasm for sales, marketing, and customer engagement to join our growing company. The ideal candidate is interested in the residential construction industry and desires to grow as a part of our team.

The Sales & Marketing Coordinator is responsible for coordinating the general operations of the Sales and Marketing department. Their goal is to enhance the brand and reach of Carmel Builders with the intent of attracting and obtaining excellent potential clients for the company. They work directly with the Sales Manager and Carmel Builders marketing partners to accomplish these goals.

You must possess the following:

PERSONALITY REQUIRED

- Must be enthusiastic, upbeat and positive.
- Intellectually curious, friendly, service-oriented, proactive, and possess a good sense of humor.
- Has the ability to coordinate and work on multiple projects and is flexible and can adapt quickly to changing priorities.
- A passion for homes and home improvement.

SKILLS REQUIRED

- Excellent interpersonal skills and the ability to connect with people easily.
- Experience in residential construction and/or design is preferred.
- Highly organized, motivated, able to work independently and as a team member.
- An understanding of current social media trends and technology.
- Maintains professional demeanor; demonstrates integrity and confidentiality.
- Excellent phone manners – professional yet friendly and warm; able to ascertain nature of call and direct/handle accordingly.

- Technologically savvy– willing and eager to learn new skills with technology; proficient with MS Office Suite including Word, Excel, and Outlook.

KEY RESPONSIBILITIES

- Handles all lead intake and initial conversations with potential clients.
- Keeps sales and prospecting databases up to date and accurate.
- Schedules appointments for the Sales Manager.
- Assists Sales Manager with Client follow up.
- Organizes and files all contract and agreement documents.
- Coordinates marketing efforts and records marketing activities.
- Schedules and attends project photo shoots.
- Creates and implements past client contact strategies.
- Creates and implements referral programs.
- Creates content, monitors, and posts content for social media accounts.
- Assists in client presentations.
- On occasion, attends sales appointments with the Sales Manager.
- Represents our company at Consumer Shows and Open House Events.
- Assists and collaborates with the Design team.

COMPENSATION

- Competitive Salary.
- Excellent Work/Life Balance with paid Vacation and Personal days.
- 9 paid holidays annually
- Retirement Plan
- Health Care Reimbursement and Wellness Plan
- Company paid continuing education and training opportunities