

## **JOB LISTING: Assistant Sales Manager – Pierre SD (until filled)**

### **Overview**

We are seeking a dynamic, assistant sales manager. This is a dynamic position with a combination of office skills, and marketing and online sales experience. FSBO Enterprises, Inc. is a rapidly growing technology and marketing company in South Dakota that helps homeowners sell their homes affordably.

The ideal candidate will play a crucial role in growing the customer base, facilitating transactions, managing marketing efforts, and ensuring smooth operations within the office. This position is perfect for individuals with an eye for job growth opportunities.

### **Qualifications**

We are looking for a dynamic candidate with strong organizational skills and a knowledge of the real estate sector.

- Must possess a valid U.S. driver's license.
- Must possess higher education in business or a combination of relevant experience.

### **Duties**

- Facilitate sales efforts to build leads and relationships with walk-ins and prospective customers, and nurture them through the sales process.
- Assist with the preparation and organization of real estate listings for homeowners.
- Manage and update property listings on various platforms to ensure accurate representation.
- Conduct research on market trends, property values, and neighborhood statistics to support client needs.
- Coordinate marketing efforts, including digital marketing campaigns and content creation for social media platforms.
- Coordinate and schedule additional services such as professional photography and property inspections.
- Utilize marketing automation tools to streamline communication with clients and prospects.
- Support open houses and showings by preparing materials and ensuring properties are presentable.
- Collaborate with team members on product management tasks related to new listings or services offered.
- Manage the accurate record keeping of yard signs and lock boxes.
- Provide administrative support by keeping accurate records of customer sales, managing schedules, organizing files, and responding to inquiries.

## **Skills**

- Experience in office management, attention to details and organizational skills.
- Experience in customer sales and service.
- Proficiency in creating visually appealing marketing materials.
- Experience with digital marketing strategies and tools to enhance online presence.
- Strong research skills to gather relevant data for market analysis.
- Excellent copywriting abilities for crafting engaging content across various platforms.
- Experience in the real estate sales process is a plus (license not required).
- Familiarity with the area real estate market and current real estate trends.
- Knowledge of Google tools (Docs, Sheets, Drive) for efficient collaboration and documentation.
- A background in marketing to effectively promote properties and services.
- Architectural photography skills would be a plus.

Join our team as our premier Office Manager and take the next step in your career.

## **Benefits**

- We are seeking a full-time candidate, but part-time candidates will be considered. Starting base pay of \$20 per hour DOE plus commission.
- Sales performance will be eligible for a bonus program after 30 days.
- HSA benefits, Holidays and Vacation pay available for full-time employees after 30 days.

**Submit your resume online at: <https://fsbteam.com/join-our-team/>**