

# Job Title: Onsite New Home Sales Concierge



**Company:** Front Light Building Co.

**Location:** Olde Eight on Lake Greenwood, South Carolina

**About Us:** Front Light Building Co. is a premier construction and development firm dedicated to creating innovative and sustainable real estate solutions. Olde Eight is a thoughtfully designed master-planned golf and lake community on Lake Greenwood in South Carolina. With a private club at its heart, a world-class golf experience, curated homes, and a lifestyle centered around connection, relaxation, and adventure, we're creating a destination for buyers seeking an extraordinary Southern retreat.

**Position Type:** Full Time, Exempt

**Reports To:** Vice President of Sales and Marketing

**Role Overview:** We're seeking a highly motivated and experienced New Home Sales Concierge to join our team and represent Olde Eight and Lanthorne Homes, our exclusive builder partner. This role is all about building relationships, guiding buyers through the sales journey, and providing an elevated, concierge-level experience from the first visit to closing. The Onsite New Home Sales Concierge serves as the primary point of contact for prospective buyers visiting our model homes and Discovery Center. This role manages the entire sales process from initial inquiry to contract signing while providing exceptional service and representing the Olde Eight brand at the highest level. The position requires an energetic self-starter with strong relationship-building skills, a deep understanding of new home sales, and the ability to thrive in a fast-paced environment.

## KEY RESPONSIBILITIES

### Sales and Customer Relationship Management

- Welcome prospective buyers and deliver an exceptional onsite sales experience aligned with the Olde Eight brand.
- Conduct personalized Discovery Tours showcasing the community, club, homes, and lifestyle.
- Guide prospects through the entire homebuying journey from first contact to contract, design selections, and closing.
- Educate buyers on available homesites, floor plans, architectural styles, personalization options, and timelines.
- Handle objections, answer questions, and present solutions in a clear and professional manner.
- Follow up consistently with prospects through phone, email, and in-person interactions to move them through the sales pipeline.

### Administrative and Operational Support

- Maintain accurate and up-to-date records of prospects in the CRM system.
- Qualify leads effectively and manage all follow-up activities.
- Schedule and coordinate design center appointments, construction meetings, home orientations, and closings.
- Walk client, spec, and model homes weekly to communicate feedback and updates.
- Provide regular reporting on sales activity, traffic, and community trends to management.

### Collaboration

- Develop relationships with local and regional realtors to drive traffic and referrals.
- Collaborate with the marketing team on digital campaigns, events, and signage strategies to maximize exposure.
- Represent Olde Eight at real estate and lifestyle events as needed.
- Work closely with the construction, design, and operations teams to ensure seamless communication with buyers.
- Support Discovery Visit events, investor tours, and realtor-focused initiatives as part of the overall sales strategy.

### Work Schedule

- The typical schedule will include weekends, occasional evenings, and flexibility to accommodate Discovery Visits, realtor events, special events, and high-value appointments.
- While core business hours are generally between 10:00 a.m. and 6:00 p.m., candidates should expect to adjust availability based on prospect traffic, community events, and private appointment scheduling.

## QUALIFICATIONS AND SKILLS

- Minimum of 2+ years of experience in new home sales or high-value residential real estate.
- Proven track record of meeting or exceeding sales goals.
- Exceptional interpersonal, communication, and negotiation skills.

- Strong organizational skills and ability to manage multiple prospects simultaneously.
- Proficiency with CRM systems, Microsoft Office Suite, and digital communication tools.
- Valid driver's license and reliable transportation.
- Ability to work weekends, select evenings, and occasional special events.
- Experience selling in master-planned or lifestyle-driven communities is preferred.
- Familiarity with new home construction processes, design selections, and financing is a plus.
- Background working in luxury real estate and delivering concierge-style customer experiences is highly valued.
- An active South Carolina real estate license or the ability to obtain one within 60 days is preferred.

## **PHYSICAL REQUIREMENTS**

- Ability to read and interpret complex construction documents and blueprints.
- Capability to conduct site visits, which may involve walking on uneven surfaces and climbing ladders.
- Visual acuity to work with detailed documents and computer screens for extended periods.