



THE TERRACES®

AT PEACHTREE HILLS PLACE

JOB DESCRIPTION

TITLE: Associate Sales Counselor, Health Services
EXEMPT STATUS: Non-Exempt
REPORTS TO: Director of Health Services Sales and Marketing/Corporate Director of Health Services Sales and Marketing

GENERAL SUMMARY

The Associate Sales Counselor, Health Services, is responsible for ensuring new members, families, and guests are welcome, coordinating new member move-ins, providing support to the sales team, maintaining multiple sales office operations, and handling sales and marketing office-related functions, while ensuring an efficient office atmosphere.

JOB RESPONSIBILITIES

- Welcomes and assists visitors and/or members in person and on the phone
- Creates and maintains a professional office atmosphere at the reception desk, office area, available inventory and model homes.
- Handles all tactical details surrounding sales-related events, meetings, and prospect visits
- Backs up sales team by handling phone outs and tours, as necessary
- Provide administrative and sales support for the Director of Health Services Sales and Marketing, Regional Director of Business Development, and Corporate Director of Health Services Sales and Marketing
- Produces both recurring and ad hoc reporting for various activities and items, including but not limited to:
 - Inventory on Marketing Collateral and Sales Related Items
 - Work orders
 - Sales activity
 - Leads
 - Pricing
- Compiles, coordinates and maintains various items for The Terraces at Peachtree Hills Place, such as:
 - New Member Move-In Paperwork
 - Reservation and Waitlist documents
 - Agreements and supporting addendums
 - Salesforce lead mailing lists
 - Daily Census and New Member Spread sheets
- Monitors and maintains Salesforce data, reports and activity as it relates to all sales and marketing activity
- Supervises the ordering of all office equipment, office supplies, paper supplies, copy machine supplies, printed forms, etc
- Ensures all marketing collateral is current, in stock and readily accessible. Proactively prepares brochures and other collateral packages as necessary
- Photographs marketing events and provides summary of details for use in social media
- Maintains members' administrative files
- Assist members with move-in logistics and creating a welcoming experience for members and their families
- Enter and follow up on all Sales and Marketing Department work orders
- Data entry



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QUALIFICATIONS

- Administrative degree with minimum three years related work experience OR high school degree and minimum five years related work experience
- Organizational skills
- High level of detail orientation
- Experience in a professional office setting or hospitality environment, where good communication (especially telephone) and customer relations skills are essential
- Proficient in the use of various software including all Microsoft Office applications
- Strong written and verbal communication skills
- Excellent keyboarding and proofreading skills
- Ability to multitask
- Takes initiative

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

Normally works in well-lit, comfortable surroundings. Must be able to concentrate with frequent interruptions. Must be able to walk for 75% of the workday. Must be able to tour through the entire building including the ability to push an individual in a wheelchair. Must be able to bend and stoop and be able to lift and carry up to 25 pounds independently.