

**Riverview Homes, Inc.**

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**Job site: Multiple Sites****Job Description:**

Work your required schedule. Keep office space and display homes neat and clean. On occasion you might have to move furniture or help decorate a new model. Sweeping steps and or shoveling the occasional shovel of snow is not out of the question. Greet customers and show them the model homes and provide sale material and answer questions. Sales people take "ups" in a regimented "up" system. Ask for the sale. Take deposits. If no sale then complete internal prospecting information form and submit via computer to main office. On written deals, complete sales agreements direct customer to mortgage or installment lender source. Provide house information to the lender may have. Perform a Riverview closing, with RHI sales manager, which consists of presenting RHI documents and getting them signed. You are the point person for a customer from the minute they are your up, till the 1-year factory warranty expires after delivery.

**Normal Hours:**

Monday & Thursday 9 am to 7 pm, Tuesday and Wednesday 9 am to 6, Friday 9 am to 5 pm, Saturday 10 am to 4 pm, Typically closed on Sunday except a few open house week ends per year, but as a part time sales person you will be ask to work Sundays. This will give you the change for 100% of the ups for that day. The 7 pm closing time is made earlier during the winter months. We can be flexible when it comes to your personal work schedule, but to give yourself the best opportunity to succeed you would need to work 3 or 4 full days.

**Part Time Wages:**

Salary of between \$120 and \$160 per week plus commissions, \$40 per day worked. Salary will depend upon the final work schedule. Commissions for part time and full time are the same. The average commission is approximately \$2000. Commissions are paid when the home is final funded and delivered. Salespeople compute their own commissions based on the net profit of the home, no secret formula for computing commissions. Salespeople are also paid a year-end performance bonus based on the total of all commission profits for the year. Also, a salary plus draw against future commission is available if requested and approved.

**Part Time Benefits:**

401(k) plan with employer match that is available after 1 year of service. No paid vacation, a reasonable amount (2 weeks) of unpaid vacation can be scheduled.

**Who is Riverview:**

Riverview has been in the manufactured home since 1970. It is, and has been, owned by the same two families. Riverview has 8 sales centers and employs more service people than sales people. Riverview's service department is equipped with over \$1,000,000 of company owned equipment. All Riverview inventory, approximately \$8,000,000, is owned by the company, no floor planning. Yearly sales are around \$15,000,000. Riverview has an unmatched reputation in our industry. We are known for being honest and fair-minded. We always pay our bills and customer satisfaction is our #1 priority.