

Position: Project Sales Coordinator

Expected Start Date: May 2020

Hours: ~30 hours per week

Schedule: 12pm to 5pm – weekends and holidays will be required

Our Company:

[Qualex-Landmark™](#) has been building boutique experiences for homeowners for well over 20 years. Our portfolio is defined by quietly iconic residential communities that result from our highly detailed approach to development.

The Opportunity:

We are looking to hire a talented and personable professional to work as sales coordinator for an upcoming (Spring/Summer) boutique residential development on the west side of Vancouver.

The purpose of this role is to assist the project sales manager with day to day tasks and administrative duties, while reflecting the company's level of excellence and customer care.

Key Responsibilities

- Personably greet and tour new sales centre visitors.
- Client database management and purchase and sale agreement processing.
- Update and distribute daily visitor report and maintain CMA reports.
- Oversee Sales Centre operations such as opening/closing duties, supplies ordering, couriers and general maintenance.
- Assist/coordinate sales events.

The Candidate:

To thrive, applicants must be flexible, self-motivated, detail-oriented, and highly organized. In addition to these qualities, the ideal applicant will have:

- Real Estate License, not required but an asset.
- Administration experience in marketing and or real estate.
- Minimum 3 years of administrative office experience (requirement).
- Post-Secondary Education in an applicable field (real estate development, marketing, sales, business administration, finance) is an asset.
- Strong verbal and written communication skills.
- Willing to work weekends and holidays.
- Proficient in MS Word, Excel.
- Fluent in English.
- Ability to speak Cantonese and/or Mandarin would be an asset.
- Real Estate knowledge and familiarity with Vancouver west side is an asset.
- Access to a reliable vehicle.
- General sales or retail experience.

What We Offer:

- A competitive salary with performance bonuses.
- A professional yet fun and experience rich work environment.
- Supportive Team Members.

To Apply:

Individuals meeting or exceeding the above-mentioned criteria, should email their resume and cover letter in .PDF format to careers@qualex.ca and enter "Project Sales Coordinator" in the subject line of your e-mail.

We appreciate your interest in working with Qualex-Landmark™ and are always on the lookout for talented people to join our team, but please note that only those applicants under consideration will be contacted.