

**Position:** Sales and Marketing Coordinator / Manager (Residential + Corporate)

**The Opportunity:**

The Sales and Marketing Coordinator / Manager (depending on experience level) will manage the execution of the company's corporate and project marketing strategies. As a representative of the Qualex-Landmark™ brand, the appropriate candidate will be willing to push the boundaries of convention and seek new tools to enhance the real estate sales and marketing process.

Responsibilities include but are not limited to the following:

- Manage project marketing consultants including request for proposals, branding, asset creation, web, social, and marketing communications
- Manage sales presentation center collateral and display suite execution
- Build upon the existing corporate and project specific strategies
- Monitor all social media activity and accounts
- Manage advertising scheduling, placement and results
- Assist with the development, implementation, production, layout and distribution of project and corporate email campaigns
- Creation and management of written content, editing / proofreading and layout of copy
- Provide sales and leasing teams with marketing leading sales tools
- Oversee corporate and project event planning and execution
- Download regular feedback from project sales teams for product improvement
- Build and monitor project workback schedules, timelines, and budgets
- Internal tracking and reporting on project costs

**The Candidate:**

Working with a well-cultured, boutique and nimble developer, the successful candidate will possess rigorous project management skills and attention to detail, with a flair for the creative. They can pivot quickly and execute any task, while maintaining the standards consistent with our brand and reputation.

- 2+ years of Real Estate industry experience
- Post-secondary education in Design, Marketing, Business, Communications or related
- Proven track record of executing effective real estate marketing programs
- Results oriented with the ability to prioritize and problem-solve
- Experience with MS office, Adobe Creative Suite (Photoshop) software and HTML or WordPress
- Proficient knowledge of Meta suite and TikTok and other social media platforms
- Working knowledge of real estate CRM systems (ie. Spark or Lasso)
- A valid BC driver's license

## **Our Company:**

Qualex-Landmark™ is a Vancouver-based development group that has been building boutique residences for over 30 years. Our portfolio is defined by quietly iconic residential communities, born out of our highly detailed approach to development. With over 2,500 homes and 22 outstanding communities built to date, our uncompromising commitment to quality construction and innovative design has cemented our reputation as a trusted developer. We are a company focused on growth and have built a philosophy of doing the right thing with a humanistic approach.

## **Compensation and Benefits:**

- Annual salary: \$65,000-\$75,000
- Paid vacation
- Extended health insurance, including dental, vision, etc.
- Opportunity to take a lead management role within an experienced industry leader
- A cohesive team atmosphere in a dynamic, growing work environment
- Professional development

## **Hours & Location:**

Full-time Monday to Friday, in person role at our head office in downtown Vancouver.

## **To Apply:**

Individuals meeting the criteria above are asked to submit their resume with cover letter in PDF format via email to [careers@qualex.ca](mailto:careers@qualex.ca).

While we thank all candidates for their interest, only select individuals will be contacted for follow-up.