

Sales Associate

- Department:** Sales & Marketing
- Location:** 3 - 15777 Marine Drive, White Rock, BC
- Compensation:** Competitive commission and bonus structure
- Working Hours:** Full-time

Forge Properties is an award winning real estate developer based in White Rock. Our committed team is critical, adaptive and passionate about building conscious communities.

Responsibilities

- Ensuring project signage is out on display during hours of operation
- Maintaining a clean, presentable environment of all available homes and common areas
- Preparing marketing materials that will be provided to prospects
- Greeting and registering prospects by assessing their qualifications
- Conducting guided tours throughout the display homes
- Providing follow up information to prospects based on a detailed understanding of project floor plans, pricing, and features
- Assisting sales team with contract closing and administrative support as needed

Qualifications

- Post-secondary degree/diploma in Marketing or Real Estate
- Well versed in legal and contractual obligations
- Familiar with construction language and plan interpretation
- Proficient in Microsoft Office and CRM (Lasso)
- Exceptional organizational and time management skills
- Effective communication skills
- Ability to excel in challenging and high pressure situations
- Access to a vehicle and valid driver's license

Apply Now

Please kindly send your resume and cover letter to info@forge.ca. Thank you to all applicants for your interest. Only those selected for interviews will be contacted. We look forward to hearing from you!

