

Who We Are:

We have more than a quarter century of residential and commercial development experience in the highly competitive British Columbia market and are an established leader in the Alberta multi-family presale market. We have earned a notable reputation for innovative and distinctive architecture, and take pride in creating thoughtful and enviable communities people are proud to call home.

The Opportunity:

We are looking for a *Real Estate Sales Coordinator* for our North Vancouver residential project. The selected candidate will report to the Sales Manager and Vice President of Sales, and will be a highly-motivated individual with strong communication skills, attention to detail, and the ability to work independently or on a team.

This position entails a number of important responsibilities:

- Presentations to visitors at our Discovery Centre
- Audit and manage purchase agreements, FINTRAC
- Prepare and manage daily Sales Reports
- Assist in coordination of sales events
- Updating and maintaining the CRM system
- Delivery of excellent homeowner experiences
- Review Sales Contracts and other legal documents
- Contract Administration
- Collect, track and follow-up with deposits

Who We're Looking For:

Are you a driven, confident, meticulous, and conscientious individual? Do you want to work with a fun and professional team full of ambition? We prefer non-Real Estate Licensed staff but are flexible.

Experience and qualifications we are looking for:

- Post-Secondary Education in an applicable field (real estate development, marketing, sales, business administration, economics)
- Fluent in English (please indicate if you are fluent in other languages)
- Previous Real Estate experience preferred but not required
- Previous Administrative/Office experience
- Excellent interpersonal and communication skills
- Candidates who are not licensed or working with a brokerage preferred.

Above all, we are looking for someone who is hard-working and genuinely cares about their job, customers, and coworkers. If your skills match our requirements and you feel you would be a good fit, please reply to this post by sending your resume and cover letter in PDF format to krothdram@qualex.ca. Only qualified applicants will be contacted for interviews.