

We are seeking a sales coordinator/host to work at our North Vancouver presentation centre. The focus of the position is to provide support to the sales team including greeting visitors, administrative tasks and office related duties. This is a great opportunity to launch your real estate career.

Working with the Sales Team, the Sales Assistant/Host will:

- Participate and assist in the sales process
- Greeting visitors and registering them
- Ordering supplies for Discovery Centre as required
- Assisting the sales managers as may be reasonably required
- Answering inquiries from visitors and/or purchasers
- Forwarding all necessary documentation and monies to the lawyers and developer
- Maintaining all sales files, marketing materials and support materials

The ideal candidate:

- Have great interpersonal and communication skills
- Be proficient in Microsoft office and web
- Have excellent initiative, multi-tasking and organization skills
- Be adaptable and positive
- Be a Team Player
- Real estate experience is an asset but is not required

This is a base salary plus bonus position. If this looks like the position for you, please email your PDF cover letter and resume via email to krothdram@qualex.ca.