



**Job Title: Full-Time Sales Receptionist**  
**Posting Date: July 15<sup>th</sup>, 2017**  
**Company: Concord Pacific Developments Inc.**

### **About Us**

Concord Pacific is Canada's leading Real Estate Developer with projects in Vancouver, Burnaby, Richmond, and Surrey. We are seeking individuals that are enthusiastic and proactive in supporting our sales team. The successful candidate would have the opportunity to work with a group of dynamic individuals, and represent some of the best homes in Canada.

A successful candidate will possess the following:

### **Job Description & Responsibilities**

- Greet clients as soon as they arrive and connect them with the appropriate party
- Answer, screen, forward incoming phone calls, and provide basic information when needed
- Arrange, receive, sort, and distribute daily mail/deliveries/couriers
- Monitor and order office supplies inventory
- Inspect office equipment, report deficiencies
- Manage meeting room & company vehicle bookings
- Maintain accurate daily log
- Prepare coffee and snacks for meetings
- Ensure tidiness of the Presentation Centre
- Undertake other administrative tasks as per request from management

### **Required Skills & Qualifications**

- Professional communication skills, both verbal and written
- Ability to be resourceful and proactive in dealing with issues that may arise
- Proficiency in MS Outlook, Word, and Excel
- Attention to detail and accuracy
- Familiarity with CRM databases is preferred but not mandatory
- Additional language skills would be a strong competitive advantage

### **Hours/Compensation**

This is a full-time permanent position, available immediately. Compensation is salary and dependent on experience. Please submit your resume, with cover letter to [sales@concordpacific.com](mailto:sales@concordpacific.com) and enter "**Full-Time Sales Receptionist**" in the subject line of your e-mail. While we thank all candidates for their interest, only selected individuals will be contacted for follow-up. **No phone calls please.**