

## EMPLOYMENT OPPORTUNITY

# SALES ASSISTANT



### About Fifth Avenue

Established in 1980, Fifth Avenue Real Estate Marketing specializes in the Marketing and Sales of new residential communities for developers throughout B.C., with a specialized focus on Metro Vancouver and the Fraser Valley. Our expertise in residential housing includes, master planned: high-rise and low-rise condominiums, townhomes, single-family, resort and mixed-use communities.

### OVERVIEW

The Sales Assistant is an essential member of the Sales Team for the Project. This role supports the Sales Team to ensure effective and efficient performance of the Marketing and Sales Program. The focus of this role is to assist the on-site Sales Team with daily activities including but not limited to general office maintenance and cleanliness, data entry, greeting of visitors and basic product overview. Those who apply need to be available to work weekends and two weekdays. Currently, our projects are predominately located in areas such as Surrey, Delta, Langley, and Abbotsford.

### SKILLS, KNOWLEDGE AND EXPERIENCE RECOMMENDED/REQUIRED:

- › Outgoing with strong communication skills (verbal and written)
- › Works well in a team environment
- › Highly organized and detail oriented
- › Proficient in MS Word and Excel
- › Highly professional with an ability to keep poise under pressure
- › Goal orientated
- › Proactive and focused with a positive attitude
- › Professional ability to connect well with other people
- › Must have access to a vehicle
- › Experience and knowledge of Lasso or other Customer Relationship Management (CRM) systems is a benefit but not a prerequisite
- › Flexible Work Style
- › Experience within the Real Estate or related industry is an asset but not required
- › Background in administration is and asset but not required

### CAREER PATH

This position is a great opportunity for individuals looking to start their career in the Real Estate Industry or currently in the process of obtaining their Real Estate License. Once successful in the role and licensed, future advancements could include being a Sales Coordinator.

### DOES THIS PEAK YOUR INTEREST?

Individuals who are interested and meet the above-mentioned criteria are encouraged to submit their resume with cover letter to [homes@fifthave.ca](mailto:homes@fifthave.ca). Please include "Sales Assistant" or "Sales Assistant Position" in the subject line of your e-mail. While we thank all candidates for their interest, only qualified individuals will be contacted for follow-up.