

## Sales Assistant

### About Us

Zenterra Developments is a local real estate development company and home builder located in South Surrey, BC. We answer the call of home buyers who are searching for something more; a company that will look after their interests, adhere to top industry standards, and demonstrate quality and professionalism in everything they strive to do. With over 18 years of diverse experience in construction, land development, real estate and design, Zenterra is a group of companies with great opportunity for growth and career advancement.

### Position and Candidate

Zenterra Developments is looking for a Sales Assistant to join its on-site sales team based out of its sales presentation centre in South Surrey. Reporting directly to the Sales Manager, this role is a part-time position with the possibility of leading to full time. Approximately 15-20 hours a week to start and a minimum of three days a week.

### Responsibilities

The Sales Assistant role is an important component to the overall success of the Sales Team. Responsibilities include, but are not limited to:

- Greeting clients in a professional manner
- Taking part in educating clients in sales centres, as required
- Superior presentation of the sales office and display homes
- Sales office administration
- Updating the CRM System (Spark)

### Requirements

- Organized, reliable and accurate
- Strong communication skills both written and verbal
- Accountable and takes ownership of role
- Must be able to prioritize and multi task
- Anticipate needs of the team and clients
- Quick learner and takes initiative
- Lead by example and have a positive attitude
- Detail oriented
- Strong computer skills and knowledgeable in Microsoft Office
- Valid B.C. driver's license and access to a vehicle
- Mandarin and/or Cantonese skills are considered an asset

If you believe you would be a good fit for Zenterra, please submit your resume and cover letter to: [careers@zenterra.ca](mailto:careers@zenterra.ca). Please include **Sales Assistant** in the subject line. We thank all applicants; however only short-listed candidates will be contacted. No third parties. Thank you.