

T O W N L I N E

Townline Homes Inc. is currently seeking a candidate to fill a Sales Coordinator position.

About Townline

Over the past 30 years, Townline has grown from one man to a fully integrated, diverse team of real estate professionals supporting an organization handling all aspects of construction, development, property management, marketing and sales. With this growth, single-family home projects have evolved into larger scale multi-family and mixed-use communities. Townline has earned the reputation as a respected, creative and entrepreneurial company that prefers to set trends rather than follow them. With well over 1,500 homes built since inception, Townline is a true market leader – built on ideas, responsibility and integrity. www.townline.ca

The Opportunity

Townline is seeking a motivated, knowledgeable and organized Sales Coordinator to join our on-site Sales Team in Victoria, respectfully representing Townline.

The Sales Coordinator will support the Sales Team in an administrative capacity, as well as:

- Be responsible for the organization of the Sales Center office and office supplies
- Greet and register guests and manage the registrants in our client database (Lasso)
- Process, and update contracts and offers to purchase with utmost accuracy and efficiency
- Ensure the sales office and display suite are in perfect condition for viewing everyday
- Participate in project events, such as Public Openings, and help to coordinate with the Townline Marketing team
- Consistently operate as a positive team member, especially supporting the Sales Team
- Daily reporting of sales and traffic
- Be thoroughly familiar with the project details, including floor plans, project model, pricing, new purchasers, available options, neighbourhood amenities and Townline sales procedures
- Ensure that adequate signage is placed in predetermined places near the site each day

The Successful Candidate

To excel at this role you must be an organizational and administrative superstar as well as personable, social, and be able to stay calm under pressure. You will have a strong work ethic and genuine interest to learn about residential sales, development, and marketing. You are proactive, self assured, enthusiastic and organized with keen attention to detail. You are also committed to working and contributing to a cohesive team environment.

Availability: 5 to 6 days a week (11:00am to 6:00pm), including weekends

Application: If you fit the role of the candidate described above, please reply to tony.govic@townline.ca with your resume and cover letter in confidence. No phone calls please.