

# T O W N L I N E

Townline Homes Inc. is currently seeking a candidate to fill a Sales Associate/Manager 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](http://www.townline.ca)

## The Opportunity

Reporting to the Director of Sales, the successful candidate is self-motivated, demonstrates a strong work ethic and consistently takes initiative. Ability to speak Mandarin and/or Cantonese is an asset. The ideal team member will perform duties in a spirit of partnership and teamwork, and be committed to the highest ethical standard and take pride in our tradition of excellent service to our customers, consultants, trades, suppliers and working partners.

## Description

- Manage the sales process by qualifying and following up with prospects, booking sales appointments, and organizing display tours
- Maintain responsibility for customer relations and contact with new and existing purchasers
- Coordinating MLS listings, signage, collateral and campaigns with our marketing team
- Fulfill other sales management and administrative responsibilities as required by Townline

## Qualifications/Requirements

- Experience in project marketing- selling new homes, multi-family developments
- Goal-oriented, strong work-ethic, attention to detail, ability to multi-task and be exceptionally organized
- Excellent verbal and written communication skills
- Ability to work effectively individually and in a team-oriented environment
- All applicants must be available to work 5 – 6 days per week including Saturday and Sunday
- Must have a Real Estate Trading Services Licence
- Experience with real estate databases (Lasso/Yongle)
- Knowledge of current market
- Ability to listen to and understand all purchasers' preferences and guide them through the sales process to select a home that best suits them
- Liaise with and develop relationships with the outside realtor community
- Perform duties in a spirit of partnership and teamwork
- Manage customers and client relationships to achieve above market results

## Apply:

If you meet the requirements outlined above, please email your resume to [tony.govic@townline.ca](mailto:tony.govic@townline.ca).  
No phone calls please.