

## **SALES & MARKETING COORDINATOR (6 Month Contract Position)**

---

### **WHO WE ARE**

At Boffo Properties, we are a second-generation family-run company focused on building great neighbourhoods together. From building design right through to property management, we care about creating places, not just spaces. We respect the neighborhoods in which we build for what they are. In doing so, we connect people and find ways for neighbours to become neighbourly again.

We believe that being great is determined less by the size of our company, and more by our commitment to quality work, treating people well and strengthening our neighbourhoods. We'll be great by keeping small egos and having giant passion so we can do exceptional work alongside honest, devoted people.

Above all, we commit to innovation, good design, and authenticity. Period.

### **WHAT WE ARE LOOKING FOR**

We are looking for an experienced Sales and Marketing Coordinator to join our growing team in Vancouver.

With 2+ years of progressive sales and marketing experience with the ability to anticipate needs and outcomes, you will provide outstanding support to our Sales and Marketing Team. You are a team player, positive, self-motivated, flexible, detail oriented, creative and understand the fast-paced nature of a small company. Your proven ability to manage multiple priorities, and develop, implement and perpetuate high standards is second nature to you and it is further enhanced by your creative eye and attention to detail. You must have the ability to organize, problem solve, and execute in various settings. You possess drive, tact, perseverance, diplomacy, and initiative. An outgoing, confident and friendly personality is a must.

This is a contract position.

### **WHAT WE PROVIDE**

- The opportunity for learning and training on our dynamic Sales and Marketing Team.
- A competitive compensation package.
- A fantastic culture, full of exciting projects, fun social events and the opportunity to work alongside talented, passionate, and basically just awesome people.

### **WHAT DO YOU BRING**

- You have 2+ years of experience in a similar role.
- You are a self-starter who learns quickly requiring minimal supervision.
- You are an innovator; you develop ways for continued improvement to the operations of the organization.
- Make decisions within the scope of your position – Identify issues, assess alternatives, and make clear decisions which are timely and in the best interests of the organization.
- You have excellent organizational skills with the ability to manage multiple projects and priorities.
- You have a strong understanding of the real estate industry.
- You are a strong team player who is outgoing and has great people skills.
- Effective Communication – speak, listen and write in a clear, timely and professional manner. using appropriate communication tools and techniques.
- Leadership – Be comfortable becoming a brand ambassador for the company, reaching out to forge new relationships with community groups in the neighborhood.
- Database Management – Familiarity with Intersoft/Sam Sales database management tools an asset. Familiarity with AVID Reports and Conasys.

- Previous Sales and Marketing Coordinator experience in the construction/development industry would be a plus.
- You have an understanding of Contract Closing Administration
- Strong computer skills.

If this sounds like you, we can't wait to hear from you. We will only be reviewing applicants via our job board directly at: <https://boffoproperties.bamboohr.com/jobs/>

*No phone calls please*