



SALES HOSTESS (part-time)

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 energetic and poised Sales Hostess to join our growing team in Vancouver.

This is an entry level position with the opportunity to further develop your skills in this exciting industry. You will be the first point of contact in our presentation centre and will possess a friendly and welcoming demeanor, greeting visitors and providing them with a brief presentation and overview of our community and company. You will provide support to our sales team. Must be positive, self-motivated, flexible, detail oriented, creative and understand the fast-paced nature of a small company. An outgoing, confident and friendly personality is a must.

General Responsibilities:

- Opening and closing the presentation centre and model home
- Reporting and registrant entry
- Basic administration duties – filing, photocopying, phone calls if needed
- Presentations to our prospects
- Host special functions

This is a part time position offering 2-4 days a week to start. Weekend availability is a must (will not be every weekend).

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 1+ years of experience in a similar role.
- You are a self-starter who learns quickly requiring minimal supervision.
- You develop ways for continued improvement to the operations of the organization.
- 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.
- Be comfortable becoming a brand ambassador for the company, reaching out to forge new relationships with community groups in the neighborhood.
- Basic computer skills.- prior knowledge of Microsoft Office and/ or Microsoft 365, Outlook is an asset

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