

SALES COORDINATOR + SALES HOSTS

Real Estate Development
Burnaby, British Columbia

About Shape Properties

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America. With more than 370 acres in our growing portfolio, SHAPE currently manages +2.7M sq. ft. of commercial space with +3.5M sq. ft. of commercial and residential space under construction. As one team with a full range of real estate services, our projects benefit from seamless collaboration and communication across departments, locations and areas of expertise. Our group of companies is designed to operate together as a fully integrated platform or independently to add specialized value. With a thoughtful approach and continuous pursuit of innovation, we strive to deliver the best of retail, residential, office and mixed-use real estate world-wide.

The Opportunity

Support the sales team at one of SHAPE's high-profile, mixed-use, master planned real estate projects in Metro Vancouver. We are seeking full time and part time Sales Coordinators to assist in the sales process and maintain the Presentation Centre for one of our high-profile real estate projects in the Metro Vancouver area. Successful coordinators will be organized, motivated and eager to support their team. Outstanding customer service skills are essential, as coordinators will be integral to creating a best-in-class experience for all guests visiting the Presentation Centre.

Responsibilities:

- Sales administration, documentation and reporting
- Greeting and registering all visitors to the presentation centre
- Following up with prospects, booking sales appointments and organizing display tours
- Maintaining and stocking the presentation centre
- Offering refreshments to visitors

Qualifications:

- Marketing, sales or administrative experience
- Strong organizational and communication skills
- Excellent customer service skills, positive attitude and welcoming disposition
- Demonstrates a proactive approach with every task at hand

Benefits:

- Opportunity to represent some of Metro Vancouver's largest new master-planned communities – The City of Lougheed, The Amazing Brentwood or RC at CF Richmond Centre
- Build upon the successful reputation of The Amazing Brentwood and The City of Lougheed
- Opportunity to advance into a Sales Associate position
- Significant number of homes to sell in the coming years
- Competitive compensation package with potential for extended benefits

SHAPE

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To apply, please send your resume and cover letter to careers@shapeproperties.com.