

ALABASTER

CONTRACTS ADMINISTRATOR

We are Alabaster Homes. Our business is real estate development, but we view ourselves as a team of *Community Builders*. We love what we do – and it shows! To help support our strong growth, we are seeking a bright and meticulous administration professional to join our sales and marketing group.

The individual in this role will provide support to our Alabaster sales teams at our Vancouver and Richmond offices. Core responsibilities will include:

- Writing and managing contracts
- Creating and executing contract addenda
- Executing disclosure statement amendments
- Managing and tracking agent commission forms
- Recording purchaser data and creation of files
- Tracking and following up on deposit payments
- Corresponding with lawyers, purchasers, and agents
- Updating materials for marketing purposes
- Preparing and updating sales reports

WHO YOU ARE

You are an *organization powerhouse* – you sweat the details, and take pleasure in “dotting the i’s and crossing the t’s”. You enjoy taking care of everything behind the scenes, and you take pride in getting the job done right. In addition to these qualities, you possess:

- A post-secondary degree or diploma
- Previous experience in sales administration or contract-related work
- A demonstrated ability to prioritize tasks and meet deadlines
- The ability to work in a team environment
- A strong working knowledge of MS Office

HOW TO APPLY

- Submit a resume and brief cover letter to info@alabasterhomes.ca
- In subject line include: “Application for Contracts Administrator”
- Email application by no later than 5pm, January 3rd 2019
- Notes: Full-time position with benefits; salary range dependent on experience; only select candidates will be contacted for an interview