

## WHO IS INTRACORP?

For more than 40 years, Intracorp Projects Limited (Intracorp) has been creating homes for customers in both Canada and the United States. A full-service urban real estate development company with in-house expertise in acquisitions, design, city approvals, debt and equity financing, construction, marketing, and sales. Intracorp strives to enhance the lives of its homeowners and add to the fabric of the existing communities in which we build. The company's success stems from its commitment to quality and homeowner satisfaction. Intracorp believes in building more than just quality homes—it builds extraordinary relationships as well.

Central to Intracorp's success is the focus it has on the extraordinary. It is recognized as a market leader ensuring quality of product, word-of-mouth referral and repeat purchasers. This unrelenting focus on quality has positioned the company, clearly, as a market force. To find out more about us and the communities we build please visit: [www.intracorphomes.com](http://www.intracorphomes.com)

## THE IMPACT YOU'LL HAVE ON INTRACORP

Does a sophisticated real estate environment excite you? Does working with an innovative company and learning from a highly talented sales team sound interesting to you? Are you interested in providing concierge style service? If so, you're probably a great fit for our position of Site Sales Coordinator at our newest project in Metrotown, Maywood on the Park, where Intracorp's extraordinary development expertise merges with CHIL's design sensibilities. Reporting to our Sales Manager and working with our outstanding site sales team to assist them on all sales related transactions with prospects, purchasers and outside agents, this is a position with great potential for learning and growth.

## POSITION OVERVIEW

The responsibilities of the Site Sales Coordinator will include:

- Greeting all prospects, assisting them as required and documenting new prospect information
- Managing day-to-day sales centre requirements
- Managing incoming calls and voice mail
- Maintaining relationships with prospects, homeowners and realtors
- Ensuring prospects, purchasers and realtor information is recorded and updated accurately in SPARK CRM
- Following up on outstanding contract documentation and maintenance of contract files in AVESDO
- Reporting of accurate contract, sales and traffic information to key stakeholders (internally & externally)
- Maintaining the appearance of the sales centre to Intracorp's high standards
- Purchasing and maintaining site supply inventory

## SKILL REQUIREMENTS

- Keen interest in the real estate development industry
- Exceptional Customer service experience in a high end environment
- Real estate experience would be an asset
- Onsite sales centre experience preferred
- Familiarity with basic database management
- Basic Microsoft Office skills (Outlook, Excel and Word)
- Highly organized, detail/accuracy oriented, able to multi-task and meet deadlines in a fast paced environment
- Team player, exceptional communication skills, cooperative and willing to assist others
- Highly methodical with careful attention to detail
- Unquestionable integrity and commitment to exceptional work
- Ability to work weekends
- Sense of humour
- Real estate trading services license not required

To Apply: Individuals meeting the criteria above are encouraged to submit their resume with cover letter in confidence to [careers@intracorphomes.com](mailto:careers@intracorphomes.com). Please put the job title "Site Sales Coordinator" in the subject line. While we thank all candidates for their interest, only those selected for follow-up will be contacted.