



Job Title: Sales Trainee (Vancouver)

JOB SUMMARY

The Vancouver Office of CBRE Limited is looking for a best in class individual who is looking to start their career in the commercial real estate industry. CBRE is recruiting for a sales trainee. This position is a gateway for individuals to obtain industry experience working in a sales & support role while preparing and training to become a career professional in the commercial real estate industry. This position has a proven track record as many of our most successful professionals commenced their careers as sales trainees.

The sales trainee will assist sales agents, complete marketing and research activities and help with all office functions. The trainee position is one of our most important as it is through this channel that we groom our most successful people. Upon successful completion of the training period, the candidate will then transition into a commission sales professional role.

If you feel you possess the polish, skill and the drive to excel in the world of top tiered business then we invite you to apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The successful candidate will be invited and challenged to assist the sales team in all aspects of their business ranging from:

Research

- Learning and understanding local area's commercial real estate market as it pertains to supply and demand factors.
- Preparing quarterly statistics highlighting the changes in Vancouver office and industrial leasing markets.
- Database input, maintenance and extraction. Being able to access our repository of information, extract the information and present it in a manner that is professional and easily followed.

Marketing:

- Create marketing pieces highlighting properties to maximum effect.
- Assist in constructing and delivering presentations to be given to the Landlord and tenant communities.

Sales Training:

- Participation in training activities.
- Job shadowing of agents/ experiential learning.
- Self-study.
- Completion of the required steps to achieve the British Columbia Real Estate Licensing requirements (reimbursed by the company upon successful completion).

Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Graduation from a post-secondary education program is required with preference given for Commerce, Business Administration, Marketing (Real estate and housing, Urban Planning, Statistics). Prior sales and customer service experience required.

COMMUNICATION SKILLS

Enthusiastic, motivated and self-confident. Excellent relationship building and interpersonal skills including written, verbal and presentation delivery are essential. (Public speaking is a large component of this role)

ORGANIZATIONAL SKILLS

Ability to thrive in a fast-paced environment. Exceptional organizational skills including ability to effectively multi-task and self-manage competing priorities and meet tight deadlines. Strong initiative. Must thrive in a fast. paced environment.

OTHER SKILLS and/or ABILITIES

Strong Analytical Skills. Proficient in Microsoft Suite Products including: Word, Excel, Power Point and Outlook. Experience with desktop, graphics, and presentation software, and website content management.

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TO APPLY

<https://cbre.referrals.selectminds.com/jobs/sales-trainee-30232>