

JOB POSTING

SALES MANAGER, COQUITLAM BC

About Townline

The Townline Group is a Real Estate development company primarily focused in the Lower Mainland and Vancouver Island. Our development and construction portfolios are diverse and consist of mixed-used multi-family and commercial construction, as well as non-market and purpose-built rental housing. Townline is a well-rounded company with proven teams specialized in the areas of Development, Affordable Housing, Finance, Acquisitions, Construction, Sales, Marketing and Customer Care all housed under one roof. Townline has been building homes since 1981 and believe diversity is the cornerstone to our success and longevity.

Opportunity

We have a fantastic opportunity for a Sales Manager to join Townline's newest community, Forester on Burke Mountain, Coquitlam, BC. The ideal candidate is a highly organized and sales-oriented individual who is an effective communicator, a creative problem solver and someone who thrives in a collaborative team environment.

This is an exciting opportunity for someone who would like to work with one of BC's most respected and proven residential and mixed-use developers.

Role Description

The successful Sales Manager will meet or exceed sales targets while overseeing all aspects of the sales and sales arena and will achieve this by driving the team in the following areas: sales process, deal updates and contracts, homeowner and realtor experience, marketing, administration and operations.

The Duties of the Sales Manager may include but are not limited to:

- Leading the Sales Team to execute the sales process in a friendly and professional way, in combination with the Townline Core Values and the Townline Way
- Working with Townline Marketing Inc. ("TLM") by giving feedback on upcoming strategy and ensuring the Sales Team follows the steps required in the execution of the strategy
- Building a positive brand experience for Townline's homeowners and realtors, while delivering an exceptional customer experience
- Communicating daily with the Project Team; following the proper communication channels and feedback loops
- Overseeing all deals executed by the Sales Team
- Scheduling, managing, and overseeing all database-related activities throughout the sales process

- Providing up to date prospect/purchaser information (including data entry for phone calls, emails and other interaction with prospects and purchasers) on Lasso Data System
- Preparing weekly sales agenda and prospect report for weekly meetings with TLM
- Assisting with special marketing functions; ability to work a flexible schedule outside of sales centre hours, as required
- Attending various sales training session(s) for the project; then ensuring the Sales Team is intimately familiar with all information covered in the sessions
- Positively driving Sales Team to successfully achieve weekly and monthly sales targets
- Committed to the highest ethical standards and takes pride in Townline's tradition of excellent service to our homeowners, consultants, trades, suppliers, working partners and staff
- Fulfill other responsibilities and tasks as required by the Developer and TLM

Qualifications and Requirements:

- 3+ years of Real Estate experience in presale or new homes. Project Marketing capacity preferred
- Established relationships with the realtor community
- Proficiency with MS Office applications (Office 365)
- Experience using Lasso and Avesdo preferred, but not required
- Ability to produce results independently while maintaining a positive team environment
- An amazing attention to detail with an ability to thrive in a fast-paced environment
- Proven time-management skills while working under pressure
- Outgoing, personable attitude
- Although not required, fluency in Cantonese or Mandarin would be an asset

To find out more about Townline, please check out our website at **townline.ca**, and for more information about our Forester project, please check out **forester.townline.ca**.

To Apply:

Please apply via BambooHR at:

<https://townline.bamboohr.com/jobs/view.php?id=32&source=aWQ9MTY%3D>

We thank you in advance for applying; however only those short listed will be contacted.