

Job Title: Full-Time Sales Coordinator

Posting Date: September 2020

Company: Concord Pacific Developments Inc.

About Us

Concord Pacific is Canada's leading Real Estate Developer with projects in Vancouver, Burnaby, Richmond, and Surrey. We are seeking individuals that are enthusiastic and proactive in supporting our sales team. The successful candidate would have the opportunity to work with a group of dynamic individuals, and represent some of the best homes in Canada.

About the Opportunity

With numerous active projects throughout the Lower Mainland and more projects in the upcoming years, Concord Pacific Developments is looking to hire a talented professional to work as a full-time sales coordinator. The focus of this role is to support the project sales team with operational tasks and administrative duties. The chosen candidate must be a highly-motivated individual with strong communication skills, attention to detail, and the ability to work independently as well as in a team.

Key Responsibilities

- Greet and register all in-coming guests and deliver excellent client experience during the visit
- Provide a brief overview of the company and the featured development(s)
- Updating and maintaining the Client Database: data entry and processing client and contract information
- Assist with Contract Administration: audit and process purchase agreements and other legal documents
- Collect, track and follow-up with deposits and other contract matters
- Prepare and manage Daily Traffic Reports and maintain Monthly Market (Competitor) Updates
- Assist in coordination of sales and corporate events as required by Management
- Perform tasks related to Sales Operations such as opening/closing duties, supplies ordering, couriers and general maintenance of the Presentation Centre

Required Skills & Qualifications

- Post-Secondary Education in an applicable field (real estate development, marketing, sales, business administration, finance)
- 1-2 years of Administrative/Office experience
- Personable with strong verbal and written communication skills
- Willing to commute to various project locations throughout the GVRD
- Willing to work weekends and holidays
- Proficient in MS Word, Excel, PowerPoint & Outlook
- Fluent in English, secondary language is an asset but not required
- Real Estate knowledge is an asset but not required

Compensation

Concord Pacific offers a competitive salary and benefits based on relative experience.

Individuals meeting the above mentioned criteria are encouraged to submit their resume, with cover letter to **emily.ho@concordpacific.com** and enter "**Full-Time Sales Coordinator**" in the subject line of your e-mail. While we thank all candidates for their interest, only selected individuals will be contacted for follow-up. **No phone calls please.**