

## Coordinator, Sales Administration

You love the buzz of sales activities. You show up with a killer smile every day and can't wait to find out how you can actively contribute to the teams' success. You are driven, results-focused and have great communication skills. You are known for your attention to detail. You thrive in an environment where you're constantly required to bring your 'A' game.

Anthem is a real estate development, investment and management company that strives, solves and evolves to create better spaces and strong communities. We are Growing Places.

We work hard. We work smart. We work in teams. We challenge the status quo and have fun doing it. We believe in developing our people to maximize their potential. Conversations are candid, conflict is swiftly resolved and coaching is continuous.

### What you'll do...

- Perform administrative duties, including managing contracts, entering data into CRM / Avesdo, deal sheet management, and ensuring accuracy across all platforms.
- Answer all incoming inquiries in project email inboxes.
- Manage and process all assignment requests and filing with LTSA on a quarterly basis.
- Interface with sales team, other house teams, Paralegals, Realtors and Purchasers on a daily basis.
- Administer updates and notifications for all developments. Including construction updates, deposit reminders, amendments, and closing reports.
- Assist the Manager, Sales Administration to create and update Sales binders and manuals for all developments to ensure processes are accurately documented and implemented.
- Submit, track and update MLS listings, amendments and sales reports.
- Support teams onsite for all project launches with contract writing, and processing as needed.
- Maintain office supplies and orders for head office and project sites.

### What you have...

- Minimum of 2 years in a similar role
- Post-secondary degree or equivalent experience
- Strong administrative skills
- Excellent time management skills and can work in a fast-paced environment
- Strong interpersonal and communication skills
- Strong computer skills with competency in Excel, Word and Outlook and confidence in mastering new CRM systems, database management and electronic contract software
- An understanding of residential real estate sales and processes (a major asset)

Founded in 1991, Anthem is a team of 400 people driven by creativity, passion and direct communication. Anthem and Anthem United have invested in, developed or managed – alone or in partnership – more than 270 residential, commercial and retail projects with an aggregate value of more than \$6 billion across western North America. Our growing residential portfolio includes 15,000 homes that are complete, in design or under construction, from master planned mixed use residential and multifamily, to townhome and single family communities. We have owned, co-owned and managed 8 million square feet of retail, industrial, residential rental and office space. We have developed more than 60 communities and currently hold over 6,100 acres of land across Alberta, British Columbia and California.



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