

## About Magnum Projects Ltd.

Since 1991, George Wong and the Magnum Projects' team have established an impeccable track record. Across the Lower Mainland, Magnum Projects Ltd. has consistently delivered impressive results for developers and purchasers.

A rigorous, market-driven approach, efficient, effective, marketing programs and highly personalized sales techniques combine to create demand and maximize return on marketing investment.

Magnum Projects is home to some of the most exceptional real estate professionals in the industry. From initial land acquisition and project development to after sales service, Magnum has experienced industry specialists to help ensure the success to (of) any project.

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## Position Overview

We have an opportunity for a Sales Coordinator to join our winning team, to be part of our latest sales project in Vancouver. In this dynamic role, you'll provide support to a busy sales and management team. You will be capable of multitasking, flexible and resourceful, you will also be actively involved in supporting sales events at the Vancouver site office.

Success in this important role will lead to career growth opportunities in the marketing or sales organizations of Magnum Projects.

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## Position's Responsibilities

- Processing of sales contracts, options, and other time sensitive legal documents
- Updating CRM database
- Assisting Sales Team
- Daily opening and closing duties
- Ensuring the sales office and display suites are presentable and clean
- Greeting visitors and ensuring all visitors fill out a Visitor Registration Card

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## Qualifications

- Energetic and poised
- Great with multi-tasking
- Service oriented and friendly
- English and Mandarin speaking skills are an asset
- Strong attention to detail, along with organizational and problem-solving skills
- Ability to work independently
- Must be available to work weekends

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## What We Offer

From waterfront luxury to first time buyers, we set the standard for project marketing success. Join our team and work with the very best in the industry. We offer:

- Competitive Compensation
- Company sponsored events
- Opportunities for personal and professional growth



## **Application Information**

Please submit your CV and a cover letter to [asha@magnumprojects.com](mailto:asha@magnumprojects.com). We will handle your application with the utmost confidentiality and will not contact your references until we have spoken with you first.