



About Morningstar Homes:

Morningstar Homes is one of the leading volume builders of single-family homes in the Lower Mainland. Since 1999, Morningstar has built over 2,200 homes and continues to have an active land development program. As a Polygon Homes Ltd. associate company, Morningstar also upholds and continues to build on this respected company's solid reputation. Visit www.mstarhomes.com to find out more.

Morningstar Homes is looking for a full-time **Sales & Admin Coordinator** to work at our head office in Langley.

Responsibilities:

- Process new home releases
- Documentation processing for new homes sales contracts, purchaser correspondence & sales reporting
- Process purchaser sales deposits
- Process marketing change orders for option upgrades, interior & exterior colours as selected by purchasers
- Coordinate new home orientations with purchasers
- Prepare closing documentation for the purchaser's lawyer / notary
- Review and distribute the purchaser statement of adjustments on closing
- Process realtor commission payments
- Ensure Morningstar's housing data management tool is current and maintained daily
- Additional administrative responsibilities as required

Requirements:

- You will have at least 3 to 5 years of experience in real estate conveyancing and/or the construction industry
- You are a team player, have a positive attitude and a desire to learn more about new home construction administration
- You are an effective multi-tasker and keen to work in a dynamic and fast paced environment and can handle deadline pressures with positivity
- You will possess superior skills in Excel and the MS Office Suite; be ambitious, self-motivated, organized and be able to communicate effectively with homeowners, realtors, lawyers, and our construction, customer service & sales team.

Morningstar offers competitive pay along with a reputable corporate culture as a leader in the industry. Please send your resume and cover letter to careers@mstarhomes.com.

We thank all applicants for their interest and will only be in touch with shortlisted candidates.