

One of the Lower Mainland's premier Real Estate Sales and Marketing service providers is growing and looking to add enthusiastic, flexible, positive people to our team for role as sales coordinator with room to move up into sales. We pride ourselves on producing top level customer service to both our developer clients and our purchasers. Integrity and honesty coupled with hard work and a positive attitude is how we represent our company each day.

You demonstrate comfort and enthusiasm for speaking with people of all walks of life, have a naturally helpful, positive, and cheerful personality, ability to adapt easily to different paces, personalities, and tasks, articulate, but relaxed communication style and a professional demeanour and attire – 100% of the time, proficiency with computers is required, CRM and program specific training will be provided

Duties: Assisting sales team in a primarily administrative capacity which may include welcoming guests, overviewing key speaking points about a development and the community, data entry, contract preparation, CRM management, providing guest experience tours and various other administrative tasks as required. Must be detail oriented, be able to work in a fast-paced environment, have a good attitude and work well cooperating with others. Project Sales and Marketing experience not essential but would be advantageous. Office experience or similar work background is required. Preference given to those with university/college degrees and with a current BCREA licensee designation or in the finishing stages of achieving this. Hours will vary but weekend work will be required.

Experience:

- Administrative Sales Support: Minimum 2 years

Education:

- Real Estate Licensee (BCREA)
- Other University Degree/College Diploma (Preferred)

Licence:

- Valid BC Drivers Licence (Required)

Language:

- English (Required) and any additional languages would be a definite asset

Remuneration to commensurate with experience.

Please send your resume to Director of Sales and Marketing at Dawne@breakside.ca

Only qualified candidates will be contacted for an interview.