

ASPAC

DEVELOPMENTS

About ASPAC

Founded in 1993 by one of Hong Kong's most progressive developers, ASPAC made Vancouver its home and took on the ambitious task of re-imagining the city's waterfronts. The company's transformation of Coal Harbour from industrial lands into a sophisticated oceanside neighbourhood and the creation of River Green along Richmond's waterfront helped elevate Vancouver into a world-class symbol of 21st-century living.

Marketing Centre Coordinator (Richmond) – Contract Position

Position Description

- Greet visitors and register them at the Hollybridge at River Green sales centre
 - Enter visitor/purchaser information in the Lasso database
- Answer incoming calls, emails, check messages, and manage overall communication
- Assist with follow up as directed by sales (ie. Follow up email blasts)
- Assist Sales Representatives as may be reasonably required
 - Answer inquiries from visitors– as directed by the Sales Representative
 - Generate knowledge base of FAQ's pertaining to the project
- Maintain the neatness and tidiness of the Sales Centre and Display Home (interior & exterior)
- Set up A-boards and balloon signage as directed
- Maintain supplies, sales brochures, floorplans, site plans, and marketing handouts as needed
- Generate a working knowledge of the presentation centre systems and operations, organize maintenance work as required
- Participate in company training activities
- Assist in the planning and execution of marketing events at Hollybridge at River Green, including, but not limited to: monthly theming, social media updates, sales events
- Be available to work five days per week (including Saturday and Sunday) during regular sales office hours (11:00 am to 5:30 pm)
- Be committed to the highest ethical standards and take pride in ASPAC Realty and ASPAC's tradition of excellent service to our customers, consultants, trades, suppliers, working partners and staff

Education & Qualifications:

- Grade 12 diploma or equivalent required.
- Strong work ethic and commitment to working in a team environment.
- Ideally 1-2 years of relevant sales/administration or retail experience required.
- Cantonese and/or Mandarin speaking would be considered an asset.
- Experience working in a real estate, project-marketing environment would be considered an asset.
- Working knowledge of Lasso or other CRMs would be considered an asset.
- Efficiency with MS Office

How to Apply

Interested applicants are encouraged to submit their resume and cover letter to Vanessa Isler, Director of Sales & Client Experience at visler@aspac.ca