

CLOSING COORDINATOR

Vancouver, BC

Intracorp is entering an exciting time with multiple closings. Does working with a highly energetic team and innovative company while providing extraordinary customer service sound interesting to you? If so, you're probably a great fit for our position of Closing Coordinator, reporting to the Manager of Sales Operations. This is a position with great potential for learning and growth.

POSITION OVERVIEW

The Closing Coordinator will work to create an extraordinary experience for our Homeowners during the pre-completion period. Working closely with Marketing, Sales, Administration and Homeowner Care you will:

- Implement pre-completion strategies
- Respond to escalated enquiries, requests and complaints from Homeowners, including requests for documentation, extensions and assignments
- Follow up with outstanding documentation (amendment receipts, legal representatives)
- Assist with Parking and Storage assignment process
- Produce appraisal packages
- Schedule appointments and meet with appraisers on site to conduct home appraisal tours
- Liaise with realtors pre and post completion
- Update Homeowner information Post completion

SKILL REQUIREMENTS

- Relevant experience in real estate or customer service
- General knowledge of Development Industry, pre sales, legal documents and completion process an asset
- BC Real Estate License an asset
- Fluent in Mandarin and Cantonese a must
- Ability to work independently and perform well under stress
- Highly organized and expert time manager
- Administrative skills, Microsoft Office and CRM experience
- Excellent relationship building skills, exceptional communication and a dedication to providing extraordinary customer service
- Available for occasional weekends

For more than 40 years, Intracorp Projects Limited (Intracorp) has been creating homes for customers in both Canada and the United States. A full-service urban real estate development company with in-house expertise in acquisitions, design, city approvals, debt and equity financing, marketing, and sales. Intracorp strives to enhance the lives of its homeowners and add to the fabric of the existing communities in which we build. The company's success stems from its commitment to quality and homeowner satisfaction. Intracorp believes in building more than just quality homes—it builds extraordinary relationships as well.

Central to Intracorp's success is the focus it has on the extraordinary. It is recognized as a market leader ensuring quality of product, word-of-mouth referral and repeat purchasers. This unrelenting focus on quality has positioned the company, clearly, as a market force.

To Apply: Individuals meeting the criteria above are encouraged to submit their resume with cover letter in confidence to careers@intracorphomes.com. While we thank all candidates for their interest, only those selected for follow-up will be contacted.