

Gryphon Development is a Vancouver based real estate developer that focuses on developing premium and well-designed communities.

With multiple projects coming down the pipeline, Gryphon Development is looking for an energetic individual who is both organized and excels in a fast-paced environment. In this position, you will be a part of a rapidly growing and creative team with an opportunity to learn and develop further within the industry.

The Sales Coordinator is a vital part of our sales team. This position is a bridge between our sales team, head office and our clients. The role seeks a confident individual who is able to manage and prioritize the following:

- Welcoming and offering hospitality to clients and visitors while providing information on Gryphon Development and its projects.
- Assists and supports the sales team with day-to-day tasks including but not limited to: answering phone calls, data entry, filing and preparation of marketing materials
- Maintains a presentation standard of the sales office and display home which includes:
  - Daily cleanliness checklist
  - Inventory check of floor plans, brochures, facts and features sheets
  - Maintaining tidiness and aesthetic feature of the sales office
  - Opening and Closing Sales office Procedures.
- Maintains traffic report of visitors and gathers visitor information for the sales team.
- Track weekly staff schedule
- Assists in contract organization and preparation

### **Skills/Attributes: The candidate selected for this position will possess:**

- Strong interpersonal skills and thrives in a team-oriented setting
- Strong written and verbal communication skills
- Organizational and multitasking skills
- Attention to detail
- Critical thinking skills
- A high level of patience and professionalism

### **Qualifications/Requirements:**

- Good communication skills both in person and on the phone
- Professional demeanor and attire at all time
- Must be able to work weekends and statutory holidays
- Must have prior customer service experience
- Strong computer skills including Word and Excel
- Industry experience is an asset but not required
- Must speak fluent English and have strong verbal and written communication skills
- Second language is an asset, but not required



# GRYPHON

Please email your resume to [Anderson Hsu, Anderson@gryphonliving.com](mailto:Anderson.Hsu,Anderson@gryphonliving.com). We thank all applicants for their interest; however only those selected for follow-up will be contacted.

