



**LEDINGHAM McALLISTER**

## **EMPLOYMENT OPPORTUNITY**

Position: **Sales Coordinator**  
Date: September 14, 2021

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### **About Us**

As British Columbia's original homebuilder, Ledingham McAllister has played a major role in the province's construction and development industry with a solid and continuous history of commitment, integrity and performance dating back to 1905. Locally-owned and BC-focused, Ledingham McAllister's vast portfolio includes numerous commercial and residential buildings as well as the master-planned communities of Southgate City, Waterscapes, Brentwood Gate and Escala. To meet the demand of the more than thirty projects in planning and construction, we are looking for a talented Sales Coordinator to join our team on a full-time basis.

### **The Role**

Applicants for the Sales Coordinator position will be self-motivated individuals with a high degree of initiative. The candidate will work in a team setting with the Sales Team and will be interacting regularly with the head office Sales Administration team and report to the Sales Manager and the SVP of Sales and Sales Administration.

### **The Sales Coordinator's responsibilities will include, but are not limited to:**

- Maintenance and operations of presentation centre and display suites
- Greet, qualify and provide prospects with sales related information, provide front-line customer service
- Process contracts, deals and other sales administration tasks
- Prepare various management reports and documents such as daily tracking reports
- Attending to all MLS and brokerage administration as needed
- Assist in preparation, coordination and support of any other sales and marketing items as needed

### **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 multi-tasking skills
- Attention to detail
- Critical thinking skills
- A high level of professionalism

### **Qualifications/Requirements:**

- Must have a vehicle and a valid British Columbia Driver's License
- Must be able to work weekends and statutory holidays
- Strong computer skills including Word and Excel
- Industry experience is an asset but not required
- Second language is an asset but not required

### **To Apply**

Individuals meeting the above-mentioned criteria are encouraged to submit their resume with cover letter to [cbordelay@ledmac.com](mailto:cbordelay@ledmac.com). Please include "Sales Coordinator" in the subject line of your email. While we thank all candidates for their interest, only selected individuals will be contacted.