



## **PORTE GROUP OF COMPANIES**

### **Job Description**

**Job Title:** Sales Coordinator  
**Department:** Development  
**Reports to:** Marketing & Sales Director + Onsite Sales Manager  
**Compensation:** Sales Based Compensation plus benefits  
**Project Location:** Vancouver  
**Commencement:** Mid to end September

#### **THE TEAM:**

There are countless reasons to consider a career with Porte. For starters, you'll be part of an encouraging, supportive team with plenty of room for growth. You'll enjoy perks like training and team building events throughout the year. Plus, there's our roof top patio, Friday happy hour, a weekly fitness workout and more! You'll be an integral part of a family company, building on 50 years of success, amazingly generous charitable work, and progressive leadership in the real estate industry. At all times guided by the Porte Promises of: People-Focused, Committed to Excellence, Trustworthy and Community Builders.

#### **JOB SUMMARY:**

Porte is looking for a Sales Coordinator to join our Sales Team for an upcoming project launch in Vancouver. The Sales Coordinator performs active sales duties to support the on-site sales team, and provides administrative support to the sales team. The Sales Coordinator also participates in the planning and development for upcoming projects.

#### **JOB DUTIES:**

##### ***Sales Support, Customer Service and Administration***

- Greets all visitors and register all guests to the presentation centre
- Maintains customer data in our CRM
- Following up with all leads using Porte's follow up process
- On a daily basis, sets up and takes down display boards and balloons at the presentation centre
- Ensures all presentation centres and display suites are presentable to Porte's standards and coordinates the maintenance of the presentation centres and display suites as required
- Ensure presentation centre, display suites and surrounding areas (parking lot, lobby etc.) are always clean and free of debris
- Reviews and develops familiarity with the disclosure statement, product offering, and Contract of Purchase and Sale and all addenda to ensure ability to provide knowledgeable presentations and advice to prospects and realtors
- Assists in conducting sales presentations to prospects visiting the presentation centre, ensuring all their questions are answered and that all visitors have an exceptional experience
- Participates in outreach campaigns to our database

- Reviews Contracts of Purchase and Sale to ensure all required signatures exist
- Prepares thank you cards for sending to guests and purchasers
- Attends all launches and events
- Sales administration, documentation, and reporting

### ***Marketing Support***

- Visits other sales centres to gain competitive market intelligence and develops and maintains a monthly competition report
- Works co-operatively and pro-actively with the local real estate community to solicit sales
- Assists with presentations to realty offices and businesses
- Research competition to support the planning of new upcoming developments

### **QUALIFICATIONS:**

#### Required Knowledge, Skills, and Abilities

- Must love working with people and in a team environment
- Comfortable working with computers and with technology
- Strong organizational and communication skills
- Excellent customer service skills, positive attitude and welcoming disposition
- Demonstrates a proactive approach with every task at hand

#### Required Training and Experience

- Real Estate Marketing, Sales and Administrative experience
- Experience with using Spark is an asset
- Real Estate License not mandatory

### **WORKING CONDITIONS:**

- The Sales Centre is open from noon to 5pm (every day except Friday)
- Working hours are typically 11:00am to 5:30pm, 5 days per week, including working every weekend. You will have Fridays off plus one other day during the week
- Work outside normal office hours, including weekends and evenings, is required. You may have to work additional hours to accommodate appointments, busier time periods and events