

**Avison Young Commercial Real Estate Services, LP; DBA, Avison Young
Job Description**

Job Title:	Sales Assistant, Office & Investment Division
Start Date:	Immediately

Why work for us?

We believe that our industry is changing, and we want our business to be a melting pot of curious minds, passionate hearts and strategic intelligence. Your gender, religion and race are all highly respected, but are less important to us than your ability to step up and change the game. We provide you with a place where you can do just that, with like-minded people. Collaboration is embedded in the way we work – our people have the autonomy to collaborate on client relationships, engage teams across the business, lead operations, work collectively on projects, participate in strategy and are ultimately responsible for our growth. Our distinctive Principal-led, privately-owned model puts us in the enviable position of being able to offer every employee the opportunity to own a share of our business and inspires and allows anyone to become a Principal. This role carries voting rights, so our people have a very real say in the future direction and operation of our business. This means that we are able to attract, engage and retain the best talent from the industry.

Description

An exciting opportunity to work within the Office & Investment team at Avison Young in Vancouver. The role will be working directly with two Principals. The successful candidate must possess strong administration and task management skills, exhibit excellent organizational skills, demonstrate an eye for detail, and must thrive in a fast-paced, team environment.

The candidate must maintain a valid Canadian citizenship or landed immigrant status. The responsibilities listed below are representative but not limited to the knowledge, skill and/or ability required.

Essential Duties & Responsibilities

- Assist in the creative design and development of marketing presentations, proposals and other promotional collateral, in collaboration with the team, designers and Marketing Manager
- Maintain knowledge of the market and the agents who work in the market
- Manage outsourcing of various tasks including advertising, social media, video production, photography, print jobs and direct mail campaigns
- Courteous interaction and clear communication with all members of Avison Young sales and support team

- Punctual attendance to work and weekly meetings, and availability to work after normal business hours on specific tasks
- Great attitude — positive, always seeking to better our team, reaching out to bring value
- Professional representation of the team and company at networking and social events

Qualifications/Required Skills

- Excellent written and verbal communication skills
- Ability to write reports, business correspondence and formal presentations
- Ability to read, analyze, interpret and create general business documentation
- Advanced knowledge and efficient use of business suite computer programs including Word, Excel, PowerPoint, Outlook, and Adobe (Adobe InDesign is a significant asset)
- Ability to multi-task, utilize effective time management skills, and be able to recognize and respond to time sensitive issues and tasks
- Ability to work efficiently under pressure with multiple timelines and with limited direction/supervision
- Possess characteristic traits of independent thinking, self-starting initiative while working well in a team-oriented environment
- Maintain a valid Canadian citizenship or landed immigrant status
- Real Estate Licence (or working toward being licenced).

Expectation

- A great sales team member - humble, curious and empathetic.

Our Equal Opportunity Commitment

- Avison Young practices as an equal opportunity employer in all services locations around the world. We are committed to building and maintaining a workforce diverse in experience, skills and knowledge with uniformity in service excellence, commitment and integrity.
- The firm maintains a strict policy to ensure employment opportunities are equal and do not discriminate based on race, colour, religion, creed, age, sex, gender, gender identity or expression, sexual orientation, national origin, citizenship, disability, marital and civil partnership/union status, protected veteran or military service status, or any other elements protected by law.
- For those requiring assistance with disabilities, information relating to the need for accommodation and accommodation measures will be addressed confidentially.
- Avison Young is committed to employing the best talent with the most fair and equitable recruitment practices. Apply with us TODAY! To learn more about us, please visit our website: www.avisonyoung.com.