

JOB POSTING

Position: Sales Enablement Coordinator

Reports to: Director of Sales Operations

Job Type: Full Time

About rennie

rennie brings a thoughtful, trusted approach to the real estate industry, supporting our clients and communities for more than 40 years.

Founded on a people-first culture, our growing team of 130+ head office staff and 240+ real estate advisors work seamlessly together to deliver exceptional experiences and service. Collectively, we provide our clients with the confidence they need to make informed decisions when buying, selling, or building a home or community.

Life at rennie

- We have a people-first culture that fosters a vibrant workplace of collaboration, empowerment and opportunity to deliver exceptional experiences and service. Together, we drive each other's collective success.
- We are diverse—representing a range of skill sets, backgrounds and perspectives—but we are motivated by a common goal: being the most trusted resource in real estate.
- We work in a fast-paced environment, but we make time to celebrate each other and have fun with our colleagues, families and communities.
- We offer our employees a competitive salary and bonus program, as well as extended medical, dental, and healthcare benefits that include an employee assistance program, extensive mental health benefits and a healthcare spending account.
- We take time off to rest and recharge. In addition to statutory holidays, salaried team members enjoy paid vacation time and our home office also closes over the December holidays, as business allows.

About the Opportunity

The Sales Enablement Coordinator is responsible for tasks related to the onboarding and training of our sales teams and project sites. This role will focus on the creation and management of content for our onboarding and training programs, particularly linked to our sales systems and applications.

Duties and Responsibilities

- Assists and leads sales team activities including onboarding/offboarding, training, scheduling, administration and other tasks related to supporting the sales teams at various presentation centers to ensure consistent rennie best practices
- Creates and prepares training materials and implements training programs to teach and guide sales team members in properly utilizing various sales systems and applications such as Salesforce, Avesdo, rDesk, Lonewolf, Transaction Desk, Really Trusted, etc
- Establishes and initiates all necessary documentation, platform onboarding and sales administration processes for the site prior to launch by working with stakeholders
- Ensures the adoption and full compliance of rennie and developer/project specific platforms, including project training certifications and acknowledgements
- Maintains a safe and comfortable training environment that follows the company's standards

- Works closely with internal teams and stakeholders to plan and execute on the projects and initiatives
- Provides feedback to the technology team on feedback from user groups
- Continuously updates training materials to reflect changes in products, markets, and sales strategies
- Manages and forecasts sales coordinator deployment at project sites
- Assists with the people management and operations of sales coordinators
- Any other tasks as requested by leadership

Education and Experience

- Minimum of 3 - 5 years of related experience and/or training in a relevant field such as business administration, learning and development,
- An undergraduate degree from a college or university, or equivalent combination of education and experience

Desired Knowledge, Skills and Abilities

- Strong knowledge of local real estate market is an asset
- Collaborative, creative, flexible, and innovative team player with an ability to work effectively with peers, senior leaders, and key stakeholders
- Exceptional communication and presentation skills, always maintains composure and an action-oriented attitude
- Excellent problem-solving, and analytical skills with good judgment to make timely and sound decisions
- Strong administrative and organizational skills with the ability to manage priorities and workflow
- The ability to work effectively with team members and stakeholders to achieve project goals
- The ability to write technical training documents
- Experience facilitating training and development programs
- Advanced skills using the Microsoft Office Suite (Word, Excel, PowerPoint) and experience with Adobe Acrobat preferred and CRM systems (Salesforce, Avesdo)

Working Conditions

- Our home office is located just outside of Granville Island in Kitsilano and this role is primarily office based with some flexibility to work remotely
- The ability to travel to different office locations may be required

Salary Information

The typical base salary for this specific position is from \$51,400 to \$64,300. The salary offered is based on a number of relevant business and candidate factors including education, job-related knowledge, skills, experience, and organizational needs. We also have a performance based bonus program that supports our employees by recognizing exceptional individual performance and company success.

How to Apply: Are you interested in working for an industry leader alongside an amazing team? Please apply here: <https://bit.ly/3Y55egi>

We thank all candidates for their interest, however, only select individuals will be contacted.

I can't be me unless I let you be you. - Bob Rennie

At rennie, we understand that experience comes in many forms. We don't just accept differences, we celebrate them. We're proud to hire from a variety of backgrounds and are dedicated to adding new perspectives to our team.

For more information, please visit: <https://rennie.com/about>
