



## Sales Coordinator

#650 - 102 Avenue, Surrey, Surrey, BC, CA

**Salary Range:** \$45,000.00 To \$50,000.00 Annually

### About Us

Many people will spend their lives in a Marcon home, so we have to build it right, every time. Founded in 1985, Marcon is an established real estate company specializing in acquiring, developing, building and managing properties across Metro Vancouver. A focus on quality and craft is what the business was built on, giving us a trusted name in the construction community. These principles have remained a focus as we've expanded into the real estate development and operations space, managing our own projects from conception through to execution, completion, and more recently ongoing management.

We have a commitment to providing elevated experiences at every touch point between our people, our buildings, and our communities. None of this is possible without a hardworking team, working together, to make it all happen. That's why we're looking for people who are eager to join an intelligent and motivated team to create something bigger than themselves and build communities that will impact a neighbourhood in infinite ways.

### About the Role

The Sales Coordinator is a key support at our sales galleries, responsible for ensuring all purchase and sale contracts are accurately executed and distributed, contributing to a seamless buyer experience and delivering exceptional customer service. With a strong emphasis on administration, this role provides vital support to the sales team and serves as a primary point of contact for guests, purchasers, and realtors, ensuring a smooth and efficient process from start to finish. You will play a crucial role in maintaining high standards at our sales galleries by identifying deficiencies and ensuring that they are promptly addressed. Working closely with a dedicated team, you will contribute to executing a sales strategy and delivering exceptional results in one of our pre-sale communities.

- Represent the Marcon brand as the first and last interaction with guests visiting our sales galleries
- Provide exceptional customer service for incoming clients and introduce our sales program/sales team as needed
- Manage contracts of purchase and sale to ensure accuracy and maintain collection of signatures on all relevant addenda and documents
- Liaise with realtors and clients and serve as a main point of contact for purchasers and realtors
- Work closely to support our Sales Manager and Sales Representatives to execute our sales strategy and goals

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- Ensure consistent communication with inbound sales inquiries through multiple methods (instant messaging, emails, phone calls, texts, etc.)
- Coordinate with lawyers on outstanding deposits and contracts
- Manage the collection of amendment receipts, FINTRAC and other required documents
- Track and manage deposit funds along with conducting deposit reconciliation
- Liaise with the greater sales, marketing, and development teams to ensure compliance, process implementation and provide feedback on the effectiveness of current promotions and marketing programs
- Responsible for daily reports and tracking of sales and traffic activity
- Ensure our sales galleries maintain high standards of cleanliness, organization, and overall presentation in the sales gallery by identifying and reporting any deficiencies
- Stay up to date with site competition, provide reporting as needed
- Input and manage MLS listings as required
- Ensure all contract, addenda, purchaser, and customer information is correctly entered into our CRM's (Avesdo & Lasso)
- Work closely with the Senior Sales Administration Manager to improve administrative processes

## About You

You are a highly organized individual who excels in a fast-paced, collaborative environment and enjoys working with teams. As a natural independent problem-solver, you thrive on being a dependable resource and providing support to others. You demonstrate a passion for multi-tasking and quick thinking. You are driven to improve processes and your attention to detail allows for exceptional standards for our sales galleries and display suites. The successful candidate is adaptable, with outstanding communication skills for engaging with both internal stakeholders and external parties through all platforms. You are adept at prioritizing tasks, maintaining accountability, and demonstrating meticulous attention to detail.

- Exceptional work ethic and excellent verbal and written communication
- 1-2 years' experience in / exposure to the development or real estate industry is an asset
- Proficiency with Avesdo, Lasso or equivalent CRM systems is preferred
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook etc.) is essential
- Team player attitude
- A post-secondary school diploma/degree is preferred
- A valid driver's license and a vehicle, to facilitate visits to and from Marcon's different sites across the Lower Mainland



## **What We Offer**

Marcon is committed to building an inclusive, inspired, high-performance team culture, where our Core Values of Safety, Integrity, Teamwork, Passion, and Excellence guide how we show up every day. If you are at the top of your game or want to find an environment to push you to it and if you want to find like-minded teams that strive for innovation and continuous improvement, we want to hear from you! Our competitive compensation package has been designed to reward our employees' skills, competencies and performance that align with our culture. The compensation range for this role is \$45,000 to \$50,000 annually depending on the candidate's experience and qualifications. Coupled with this base salary, we offer pay for bonus program, excellent family health benefits, RSP matching, employee recognition programs and plenty of opportunities to socialize, have fun and build genuine relationships.

If you are an enthusiastic and hard-working individual who is interested in being a part of our team, then we want to hear from you!