



Title: Sales Assistant, 30 hours per week

Entry level, Real Estate Licence not required

Location: Brighton North at 7741 204th Street, Langley, BC
Regional office is located at 201-6525 177 B Street, Surrey, BC.

At Foxridge Homes, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Director, Sales and Marketing, as the **Sales Assistant** you will support the new home sales process. You also assist in maintaining the assigned showhomes and sales centre and provide customers with exceptional customer experience throughout the home buying process.

Your day-to-day responsibilities will include:

- Acting as the first point of contact for customers and ensuring excellent customer service is provided.
- Providing customers with showhome tours, product information and purchase process. Answering incoming calls and emails, and booking appointments.
- Assisting in qualifying potential purchasers, converting them into qualified buyers, tracking customer information and updating and maintaining CRM.
- Continually inspecting and ensuring showhomes and sales center are appealing and presentable and maintaining balloons and signs.
- Supporting customers throughout the home building process and coordinating project changes. Providing updates on building progress and coordinating walkthroughs.
- Performing a variety of administrative tasks such as data entry, filing, calendar management, tracing customer deposits, maintaining office supplies, sales brochures, signage and assisting Sales Manager.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Mindful; you respect diversity and deal with sensitive situations using high degree of integrity.
- Excellent service oriented; you handle relations with customers, internal and external parties with tact and diplomacy.
- A creative problem solver; you think outside the box for solutions without fear of failure.

Essential Requirements

- High School Diploma, or equivalent.
- Minimum 6 months of sales experience (**Real Estate Licence not required**).
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), CRM and accounting software (HubSpot, NewStar or similar).

Preferred Requirements

- Prior experience working in the Residential Home Building industry is a strong asset.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Consistently meeting customer expectation.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work in a showhome or sales centre setting. Hours are typically 30 hours per week, primarily showhome hours with days, evenings and weekends. Travel to off-site meetings or other showhomes is required.

About Us

Foxridge Homes BC is an award-winning division of Qualico®, one of Western Canada's largest fully integrated, privately owned real estate companies, with over 70 years of experience. Every year, more than 3,000 families across Canada choose Qualico as their homebuilder.

At Foxridge Homes, our focus is on building quality single-family homes and non-strata rowhomes, made possible by our talented team of experienced professionals, most of whom have been with the company for many years. This, coupled with our highly skilled long-term trade partners who are all dedicated to offering thoughtfully designed plans, quality materials, and solid value contribute to building a great new single-family home with more style, more choice and more value.

As Metro Vancouver's largest and most trusted single-family homebuilder, our communities can be found across the Lower Mainland including Coquitlam, Langley, and South Surrey. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

If you don't meet all the requirements listed, we still encourage you to apply, as we're eager to meet individuals who are aligned with Foxridge Homes' commitment to being the largest and most trusted single family production home builder in British Columbia with a reputation for building timeless, high quality, and energy efficient homes.

Closing date: November 4, 2025

[Apply Here](#)