

Sales Coordinator – Project Sales (Real Estate)

Job Title: Sales Coordinator – Project Sales

Location: Fraser Valley, BC

Job Type: Full-Time

Job Description

Axis Real Estate Solutions is recruiting a Sales Coordinator to support our growing project sales team in the Fraser Valley. This role is well suited to a highly organized professional who wants to build a career in the project sales industry.

Qualifications

- 1+ year of project host or sales coordinator experience preferred but not required
- Real estate license preferred but not required
- Previous customer service, hospitality, retail, or reception experience is an asset (not required)
- Highly personable, organized, detail-oriented, and proactive
- Strong administrative, technical, CRM and communication skills
- Excellent customer service and relationship-building skills
- Professional, polished, and confident presence in a presentation centre environment
- Ability to manage multiple priorities while maintaining accuracy and strong follow-through
- Fluency in English required; proficiency in Punjabi, Mandarin, Cantonese, or Korean is considered an asset but not necessary

Responsibilities

- Provide administrative support to on-site sales teams
- Coordinate sales documentation, contracts, and reporting
- Assist with presentation centre operations
- Support CRM systems and client follow-up
- Communicate with purchasers, realtors, and internal teams

Why Join Axis?

- Join a well-established project sales and marketing company
- Work with experienced professionals and quality developers
- Opportunity for ongoing employment and growth