

At Zenterra, we don't just offer jobs; we offer careers that make a difference. Join our award-winning team and be part of a company that is building over 3,500 homes in Surrey and Langley over the next five years. This is a golden opportunity to join an established award-winning developer on the brink of significant growth.

## Why Join Us?

- **Meaningful Work:** Be surrounded by smart, ambitious, and motivated individuals.
- **Growth Opportunities:** Take charge of your career and learn beyond your chosen focus.
- **Inclusive Culture:** We value inclusivity, honest communication, and creative thinking. Our employees are empowered to make decisions and contribute in innovative ways.

**The Role:** We are looking for an experienced **Sales Coordinator** who is outgoing, motivated, and detail oriented. The ideal candidate will have an understanding of the real estate sale process particularly in multi-family pre-sales programs within the condo marketplace.

### Key Responsibilities:

- Work with the on-site Sales team to establish rapport with visitors, build relationships with Realtors, assist potential buyers in choosing a Zenterra home, and support the overall sales process.
- Act as a Zenterra brand representative.
- Oversee purchaser relationships from the initial purchase to move-in, including handling paperwork, managing CRM data, and coordinating upgrade selections.
- Provide daily and weekly sales reports.
- Organize and host special events.
- Undertake additional tasks as needed.

### Qualifications:

- Energetic and trustworthy sales professional with a positive attitude.
- Strong communication skills, both verbal and written.
- Excellent administrative and computer skills, particularly in MS Office.
- Ability to multitask and adapt in a dynamic real estate environment.
- Real estate experience is beneficial but not required.
- Availability to work on weekends with days off during the week.

### Our Culture:

At Zenterra, we cultivate a culture of confidence and trust. We encourage creative thinking and accountability. Inclusivity and honest communication are core values, and we embrace challenging conversations.

**Growth Opportunities:**

We empower our employees to take control of their careers. Your growth is our growth. Expect to learn and expand your skills in a fast-paced environment.

*Please, no unsolicited emails, resumes or phone inquiries from agencies. Any unsolicited resumes/profiles submitted through an external job posting, our corporate website or to personal or professional email accounts of employees of Zenterra and its subsidiaries are considered the property of Zenterra Development Ltd. and are not subject to payment of referral fees.*

*To be an authorized Recruitment Agency/Search Firm for Zenterra Development any such agency or firm must have a signed written agreement. Zenterra will not sign blanket agreements. Agencies must be engaged by Zenterra on a job-by-job basis.*