



Sales Coordinator

About Polygon

At Polygon, we pride ourselves on building with purpose. British Columbia owned and operated since 1980, the Polygon family of companies has built more than 34,000 homes throughout Metro Vancouver and the Fraser Valley. From luxury high-rise towers in dynamic urban centers to complete master planned communities, we have worked hard to earn the trust of thousands of families by committing to quality design, sound construction, and exceptional customer service.

We value integrity, trust, and 'doing the right thing'. Our team of bright, motivated, and hard-working employees is really what makes Polygon such a great place to work, and we truly believe in investing in our teams and in the communities in which we build. Come join one of British Columbia's top real estate companies!

About the Role

Polygon is looking for a full-time Sales Coordinator to work in our Squamish sales offices.

Responsibilities

- Must live in and have a passion for being part of the Squamish community.
- Working with our on-site Sales team to build rapport and create excitement with visitors, nurture relationships with Realtors, help prospective purchasers select a Polygon home, and generally assist to support the sales process
- Managing the relationship with our purchasers from the day of purchase to the day we welcome them to their new homes, which includes facilitating paperwork, data management on our customer relationship management system, selection of upgrade options, and more
- Ensuring that our 'Polygon Perfect' presentation standards are met throughout our sales office and display homes and coordinating the daily operations of a sales office
- Reporting of daily and weekly sales metrics
- Hosting of special events
- Being an ambassador of our brand
- Additional duties as required

Requirements

- Ability to generate excitement and garner trust
- Ability to interact and communicate professionally – both orally and in writing – with a wide variety of people
- Strong administration and computer skills
- Ability to multi-task and adapt easily to different paces, personalities, and tasks
- Natural positivity
- Real estate experience is a strong asset
- Office hours include both Saturday and Sunday, with scheduled days off during the week

Salary range: \$50,000 to \$65,000

As a leader in the industry, we offer competitive salary and benefits packages, coupled with a reputable corporate culture that fosters growth and collaboration.

Benefits include:

- Extended dental, health, and vision benefits
- Health and wellness spending account
- Employee and Family Assistance program (EFAP)
- Group life insurance benefits
- RRSP contribution
- Vacation pay
- Learning and development support

Join us in shaping the future of our industry while building a rewarding career with Polygon. If you have an interest in this position, please send your cover letter and resume to careers@polyhomes.com. Please include “Sales Coordinator” in the subject line.

We thank all applicants for their interest and will only be in touch with shortlisted candidates.

Recruitment agencies: We are not accepting unsolicited agency resumes and we are not responsible for any fees in relation to unsolicited resumes.