

# ARAGON

**Job Position: SALES COORDINATOR**

**Location:** 429 Lampson Street, Esquimalt BC

**Position Type:** Full-time

**Salary Range:** \$50,000 - \$58,000 annually (based on experience)

**ABOUT OAKWOODS**

Aragon Properties Ltd. is seeking an experienced Sales Coordinator to lead the sales efforts for a premier property in the heart of Esquimalt. This development comprises 179 luxurious residential units, 13 of which will be managed by the prestigious Rosemead House. Adjacent to the newly opened Janevca restaurant and the future Rosemead House hotel, set to open in February 2025, this property offers unparalleled access to world-class amenities, including a restaurant, lounge, events center, spa, and luxury accommodations. The project represents a unique opportunity to sell a lifestyle of elegance and convenience in a prime location.

As part of our commitment to excellence, we are seeking a Sales Coordinator to join our dynamic team and play a vital role in ensuring the success of our sales process.

**ROLE OVERVIEW**

The Sales Coordinator will be responsible for supporting the sales and marketing team, ensuring smooth operations, and providing exceptional service to potential buyers. This role is integral to achieving sales targets, maintaining organized processes, and upholding the reputation of Oakwoods as a leader in residential development.

**KEY RESPONSIBILITIES**

**Sales Administration:**

- Manage and update the CRM system with buyer information, sales progress, and contract details.
- Prepare, organize, and track purchase agreements and related documents.
- Schedule and coordinate appointments, site tours, and open houses for potential buyers.
- Assist with deposit tracking and ensure timely communication with the accounting department.

**Customer Engagement:**

- Serve as the first point of contact for potential buyers, responding to inquiries via phone, email, and in-person.
- Provide detailed information about the development, homes, pricing, and timelines.
- Support the Sales Manager during client meetings and follow up with buyers as needed.

**Marketing Support:**

- Coordinate with the marketing team to ensure that promotional materials and digital assets are up-to-date.

- Assist in organizing and executing sales events and community engagement initiatives.
- Monitor and report on marketing campaigns' effectiveness and provide insights for improvements.

**Operations & Reporting:**

- Maintain sales office organization, including supplies, displays, and marketing materials.
- Compile weekly sales and marketing activity reports for management.

**Qualifications & Skills**

- Previous experience in real estate, sales coordination, or a related field.
- Strong organizational skills with the ability to manage multiple tasks effectively.
- Excellent communication and interpersonal skills.
- Proficiency in CRM systems, Microsoft Office Suite, and familiarity with digital marketing tools.
- Knowledge of the real estate industry in Victoria, BC, is an asset.
- Enthusiastic and proactive attitude with a commitment to delivering exceptional customer service.
- A real estate license would be an asset but not a requirement

**Start Date:**

Approximately February 2025.

**Location & Hours:**

Expected to work 40 hours per week in person, beginning at the developer's office in Esquimalt BC, then transitioning to the sales office, also located in Esquimalt.

**How to Apply:**

Please submit your resume and cover letter detailing your qualifications and experience to [careers@aragon.ca](mailto:careers@aragon.ca). We look forward to welcoming a passionate and driven professional to the Oakwoods team.