



Position: Sales Host - Contract Position

Tentative Start Date: January 15, 2024

Duration: 6 months (mutual option to extend month to month)

Location: Metrotown

The Opportunity:

We are looking for a Sales Host to support our seasoned Sales Team at our presentation centre for our new community, Artesia located in the Metrotown. Our ideal candidate is energetic, customer-centric and takes pride in accuracy and timeliness. If you are looking for a career in sales support role, this is a great role to join a collaborative team.

Reporting to our VP of Sales and Marketing, the Sales Host's responsibilities include (but are not limited to) the following:

Duties:

- Warmly greeting and registering every new prospective purchaser
- Assisting with phone campaigns to prospective purchasers and realtors
- Providing an initial overview of the development
- Touring visitors through the site and display homes, showcasing all features and benefits of the homes
- Introducing all prospective purchasers to the Sales Manager
- Ensuring that the display homes are presentable at all times
- Assisting the Sales Manager with administrative activities as required
- Availability over weekends and a few select evenings to support various events
- Collecting marketing intel and data as it relates to real estate market conditions and projects.

The Candidate:

- Fluent in English and Mandarin or Cantonese
- Experience working in a client services role (although not required, previous real estate experience would be deemed a major asset)
- Strong administrative skillset
- A passion for real estate
- Proficiency with Google Apps, MS Office applications (Office 365)
- Familiarity using CRM Databases preferred, but not required
- An amazing attention to detail with an ability to thrive in a fast-paced environment

About Us:

Qualex-Landmark™, one of Western Canada's most respected development groups, has been building boutique award-winning residential and mixed-use properties for over 30 years. Our portfolio is defined by quietly iconic communities, born out of our highly detailed approach to development. With over 2,500 homes and 23 outstanding communities built to date, our uncompromising commitment to quality construction and innovative design has cemented our reputation as a trusted developer. We are a company focused on growth and have built a philosophy of doing the right thing with a humanistic approach.

Compensation:

\$500 per home sale, plus monthly base salary to be determined

Hours & Location:

Part-time position, 4 days/week including weekends.

Please note this role is based out of our sales centre located at 5685 Halley Ave, Burnaby.

To Apply:

Individuals meeting the criteria above are asked to submit their resume with cover letter in PDF format via email to jbeach@qualex.ca.

While we thank all candidates for their interest, only select individuals will be contacted for follow-up.