

We're looking for an experienced **Sales Manager** for our upcoming Clayton Gate project. The ideal candidate is an outgoing, motivated, and detail-oriented individual who has a talent for successfully leading a team of Sales Assistants and Coordinators. You are a seasoned Real Estate sales professional who is committed to providing exceptional service, and you have demonstrated success with multi-family pre-sales programs. You are a resourceful and creative problem solver who is committed to quality and integrity.

## **OUR CULTURE**

Our employees are empowered to make decisions and participate in creative ways; this way of thinking contributes to the reason we've won 25+ awards including 2 national awards. We don't believe in just one way of thinking and this philosophy over the years has fostered confidence and trust within our teams. We never fail to take responsibility for our actions either.

## **GROWTH OPPORTUNITIES**

We enable our employees to take charge of their careers and provide them with the opportunity to do the kind of work that amounts to something meaningful. After all, your growth means we grow too. You can expect to learn about things beyond your chosen focus. Zenterra has several exciting condo and townhouse projects in a pipeline extending well into 2030's.

## **WHAT YOU WILL BE DOING**

- Positively leading the sales team to successfully achieve goals and targets.
- Delivering a positive brand experience for current and prospective homeowners and realtors
- Have a high level of understanding of Disclosure Statements, Addendums, Purchase Agreements and Assignments to ensure compliance with relevant laws, regulations, and ethical standards in all sales activities. Mentor your sales team to ensure they understand the material and regulations.
- Effectively capturing prospect information including contact, home preference and other relevant information; executing prospect follow-ups in a timely manner.
- Monitoring and analyzing sales performance metrics to identify areas for improvement and take corrective actions when necessary.
- Overseeing all deals executed by the sales team.
- Working with the marketing team, providing feedback on the strategy, and ensuring the sales team effectively executes the strategy.
- Overseeing the homeowner completion process, including overseeing all completion procedures, liaising with key stakeholders (homeowners, realtors, lawyers, property management and construction)
- Preparing a weekly sales agenda and activity report
- Attending weekly and ad-hoc marketing, sales, and project meetings
- Working at the sales centre during regular hours as required, with the ability to work a flexible schedule for special events and sales launches as required.

## WHAT YOU HAVE

- Must have a minimum of five (5) years of real estate sales experience in multi-family pre-sales
- Proven experience in residential real estate sales, with a successful track record of meeting or exceeding sales targets
- A keen eye for detail and accuracy
- Proven time-management skills with the ability to work under pressure.
- Experience leading and managing direct reports.
- Hands-on experience with the homeowner completion process (closing documentation, PDI's, key handover)
- Proficiency with MS Office (Outlook, Word, Excel, & Powerpoint)
- Experience working with a CRM; experience with Blackline would be considered an asset
- Working understanding of the Real Estate Development Marketing Act (REDMA)
- Valid drivers' license with access to a motor vehicle
- Ability to commute daily to a variety of locations in Langley and Surrey

## HOW WE BUILD

We never cut corners. Not once in the 20+ years that we've been in business. That's mainly because we approach each and every project with purpose, focus, integrity and fluidity.

All under one roof.

We bring a full in-house team to maintain complete control of every project — experts in land acquisition, land development, project management, construction, design, marketing, sales, and customer service.

We raise the roof. So to speak.

We adhere to a very high level of excellence. Our philosophy is to provide the highest possible level of care and attention across the complete home building (and buying) journey.

*Please, no unsolicited resumes or phone or email 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.*