



Careers at Zenterra

[Job Board](#) / Sales Assistant

Sales Assistant

HYBRID

LANGLEY/SURREY, BC, CANADA .

FULL-TIME . DECEMBER 30, 2024

Description

Zenterra is looking for a **Sales Assistant**. But we've never been interested in merely offering jobs; that is not what made us award-winning. Instead, we offer the kind of work that adds up to something meaningful. How about the opportunity to challenge yourself and learn new skills? The prospect of being surrounded by smart, ambitious, and motivated individuals. We are building over 2500 homes in the next 5 years in Surrey and Langley alone. This is a golden opportunity to join an established developer that is about to scale. Sound appealing?

WHAT YOU'LL BE DOING

- Works with the Sales Team to manage the day-to-day operations of the presentation centre, including opening and closing the presentation centre
 - Registers, orientates, and qualifies potential purchasers
- English (Canada) the daily traffic report after being reviewed by Sales Manager

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- Responds to and delegates emails from sales email account
- Receives and returns phone calls made at the presentation centre
- Answers all general inquiries about the project
- Accurately enters information into CRM and ensuring all information in Lasso is accurate and up to date
- Ensure that all the on-site electronics and technology are working properly
- Ensures all site signage is up and project brochures and floorplans are a full supply
- Ensures that the presentation centre and display home are clean and presentable
- Checks the displays frequently throughout the day to ensure that TVs are circulating, music is playing, displays are clean and presented as interior design intended

WHAT YOU HAVE

- Administrative background
- Excellent customer service skills
- Collaborative team player: ability to work effectively with peers, senior leaders, and key stakeholders
- Exceptional communication and presentation skills, always maintaining professional composure
- Strong organizational, detail orientation, problem-solving, and analytical skills
- Creative, flexible, and innovative team player
- Proficiency in Microsoft Office, and Lasso and/or Blackline an asset
- Class 5 license, access to a reliable vehicle – travel to various sites is a job requirement
- The ability to work weekends

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 the philosophy over the years has fostered confidence and trust within our teams. We never fail to take responsibility for our actions either. At Zenterra, we value inclusivity and honest communication. We don't shy away from difficult conversations, whether you have something to say, or we have something to say.

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.

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.

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