

SALES REPRESENTATIVE

Zenterra is looking for a **Sales Representative**. The ideal candidate will have an understanding of the real estate sale process particularly in multi-family pre-sales programs within the condo marketplace. You exemplify an exceptional customer service experience with all of our Homeowners at every turn of the sales cycle. Every day is a new opportunity to positively impact people's lives. Aligning the right home with the perfect homeowner and forging a lasting relationship.

We are building over 3500 homes in the next 5 years in Surrey and Langley. This is a golden opportunity to join an established developer that is scaling.

WHAT YOU WILL BE DOING

- Assist the Sales Manager with contract preparation and processing
- Work within Blackline
- Liaise with internal teams including Marketing and Homeowner Care to ensure the best customer experience
- Ensure all deals are compliant, complete, signed, approved and/or countered
- Track, log and maintain database of customer care issues
- Provide input to and execute on communication plan for construction updates to purchasers and their realtors to sales management team
- Ensure all contracts are complete and legally compliant
- Create project walk through schedules and organizing key pickups with purchasers

WHAT YOU HAVE

- CRM, Blackline or Lasso experience an asset
- 2+ years of real estate sales & presale experience
- Experience working within Lasso, Hubspot and Avesdo
- Have strong organizational skills
- Understand the local market and our competitors
- A rolodex of realtors who are eager to promote/support/sell current and future projects
- The ability to work evenings and weekends
- Valid, current drivers' license with access to a motor vehicle
- Be available to work in various locations around Surrey and Langley

AT ZENTERRA WE:

Act with Serious Purpose – We are in it to WIN it

Pay Attention to Detail – All of our successes and failures lie in the details

Get 'It' Done – A good plan violently executed today is better than a perfect plan next week

Forge Enduring Relationships – Do the right thing and never compromise your integrity or reputation

Deliver Homes To Be Proud Of – What is more important than money is ensuring that we provide our homeowners lasting quality and value.

Please, no unsolicited 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.