



EMPLOYMENT OPPORTUNITY

Position: **Sales Assistant**
Date: March 13, 2018

About Us

Ledingham McAllister is one of Vancouver's most prominent real estate companies, successfully constructing and developing projects in the region for more than 110 years. Locally-owned and BC-focused, the company is led by some of Vancouver's most respected industry professionals. Ledingham McAllister's vast portfolio includes numerous commercial and residential buildings as well as the master-planned communities of Waterscapes, Brentwood Gate, Silhouette and Southgate Village. To meet the demand of the more than thirty projects in planning and construction, Ledingham McAllister seeks a talented Sales Assistant to join our team.

The Role

Applicants for the Sales Assistant position will be self-motivated individuals with a high degree of initiative. The candidate will work in a team setting with the Sales Team and will be interacting regularly with the head office Sales Administration team and report to the Sales Manager and the SVP of Sales and Sales Administration.

The Sales Assistant's responsibilities will include, but may not be limited to:

- Maintenance and operations of presentation centre and display suites
- Greet, qualify and provide prospects follow up/provide front line customer service
- Process contracts, deals and other sales administration tasks
- Prepare various management reports and documents such as daily tracking reports
- Attending to all MLS and brokerage administration as needed
- Assist in preparation, coordination and support of any other sales and marketing items as needed

Skills/Attributes:

The candidate selected for this position will possess:

- Strong interpersonal skills and team oriented
- Strong written and verbal communication skills
- Organizational and multi-tasking skills
- Be attentive to detail
- Possess critical thinking
- Possess a high level of professionalism

Qualifications/Requirements:

- Must have a vehicle and a valid British Columbia Driver's License
- Must be able to work weekends and stat holidays
- Industry experience is an asset but not required
- Must speak fluent English and have strong verbal and written communication skills
- Second language as asset, but not required
- Strong computer skills including Word and Excel

To Apply

Individuals meeting the above mentioned criteria are encouraged to submit his or her resume with cover letter to cbordelay@ledmac.com. Please include "Sales Assistant" in the subject line of your email. While we thank all candidates for their interest, only select individuals will be contacted.