

Sales Assistant – Part Time

We are seeking an exceptional part-time Sales Assistant to support the on-site sales team at our Provence and Pathways communities. Workdays will be Tuesday through Friday 11 am to 6 pm.

Please note that we will accept the following:

1. Applications for one part-time Sales Assistant for 4 days per week. Time will be split between our Provence and Pathways Communities. **OR**
2. Applications for two part-time Sales Assistants – each for 2 days per week – one Assistant will work at our Provence Community and the other at Pathways.

About the role

The Sales Assistant is responsible for:

- Meeting, greeting and registering all guests
- Using knowledge of housing and rental availability to properly refer clients.
- Organizing and maintaining the sales centre reception area to ensure a positive first impression.
- Handling telephone calls promptly and professionally; taking and distributing messages as required
- Maintaining traffic reports and site plan dot maps daily.
- General Office Management:
 - Maintaining and ordering office supplies.
 - Coordinating marketing materials with Marketing and Product Manager.
 - Performing general sales centre clean-up.
 - Ensuring equipment (fax, copier) is maintained and serviced as required.

About you

You have/are:

- experience in new home sales with a fundamental knowledge of the real estate sales process.
- bilingual (French/English).
- a friendly, engaging and positive personality.
- strong written and verbal communication skills.
- good organizational, filing, office and phone skills.



- strong MS Office suite skills including Word, Excel, and Outlook.
- comfortable wearing suitable professional business attire at all times.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of doing the right thing; building well for lasting value, creativity, fun and respect.
- are the Builder of Choice in the National Capital Region.
- build lifestyle communities throughout Ottawa.
- are committed to the best customer service experience in Canada!

We offer a dynamic opportunity! Should eQ Homes and this position be a good match for you, please email your cover letter and resume to:

jointheteam@eqhomes.ca

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.