



## Sales Assistant

We are seeking an exceptional Sales Assistant to support the on-site sales team at our Pathways community. This is a one-year contract.

### About the role

The Sales Assistant is responsible for:

- Meeting, greeting and registering all guests.
- 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 the CRM (Lasso) prospect database and Newstar ensuring 100% compliance with all prospect/client information.
- Communicating with prospects and buyers in email or other forms as directed.
- Preparing Purchase and Sale Agreements and Tarion forms for Sales Consultants:
- Maintaining traffic reports and site plan dot maps daily.
- Issuing Tarion delay notices after clients have been personally notified.
- Providing digital copies of all sales paperwork and file appropriately on the server.
- Issuing account summaries for clients.
- Preparing referral payment cheque requests on closing and arrange for clients to pick up.
- Providing monthly summary of AVID ratings and report on negative reviews/areas for improvement.

### About You

You are/have:

- 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 the 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 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](mailto: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.