



## On-Line Sales Lead Generator

We have a unique opportunity for someone who is a self-starter, loves to deal with people, has excellent negotiating skills, is regimented in his/her daily schedule and who has the self-discipline needed to work effectively from home. We are seeking an industry-experienced individual to support our Sales and Marketing Teams by responding, qualifying and managing e-Lead information requests.

### 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!

### About the role

The On-Line Sales Lead Generator is responsible for:

- providing same-day email/phone/live chat responses to all e-Leads from eQ Homes Communities website and 3rd party sources;
- qualifying e-Leads, following up and issuing marketing collateral to them;
- managing the database of e-Leads through CRM (LASSO) using the ranking system;
- maintaining a toll-free number and voicemail for e-Leads;
- providing reporting, conversion rates, aggregate data and making recommendations based on results to improve the online customer experience; and
- participating as required at grand openings and community events.

### About You

You are:

- a positive person who is self-motivated, goal driven and tenacious with an entrepreneurial spirit.
- someone who believes in customer satisfaction.
- someone who enjoys sales and marketing activities and preferably has two years+ of sales/marketing experience, real estate marketing or homebuilding industry experience.

- highly proficient in your written and verbal communication abilities – both in English and French – particularly on email and telephone.
- skilled in time management with the ability to prioritize.
- highly organized and able to manage, track and follow up on leads.
- someone with advanced internet, email, and sales contact CRM experience.
- highly skilled in Microsoft Office, Excel, Outlook and CRM management.
- comfortable working in an unstructured environment and can quickly tackle ad-hoc projects with minimal supervision.

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.