



Join the Builder of Choice in the National Capital Region!

We have a simple purpose...

Enriching lives by creating great places to live, work and play!

We are seeking an experienced Sales Assistant

Are you an experienced Sales Assistant looking for a challenge in a great team environment? Bring your skills and enthusiasm to eQ Homes!

Attributes:

- At least 3 years previous experience in a real estate sales support role.
- Fundamental knowledge of the real estate sales process.
- Experience with real estate CRM software.
- Bilingual skills are desirable (French/English).
- Strong written and verbal communication skills.
- MS Office suite skills including Word, Excel, and Outlook.
- Good organizational, filing, office and phone skills.
- Friendly, engaging and positive personality.
- Suitable professional business attire at all times.

About eQ Homes:

- We build lifestyle communities throughout Ottawa.
- We are committed to the best customer experience in Canada!

Our Values

- Doing the right thing.
- Quality; build well for lasting value.
- Creativity; challenge status quo and encourage innovation.
- Fun; enjoy what we do and share that joy with others.
- Respect; for each other, our communities and the planet.
- People; find the best and empower them to become great.

Please email your cover letter and resume to
jointheteam@eqhomes.ca



Job Description – Sales Assistant

Position Title:	Sales Assistant
Department:	Sales
Reports to:	Lead Sales Agent
Effective Date:	June 27, 2017
Status:	Non-Managerial

Key Overall Objective of the Position

The key overall objective of the Sales Assistant is to support the on-site sales team in meeting or exceeding sales team goals and achieving high levels of customer satisfaction.

This Job Description has been prepared to serve as a guideline to provide clarity in the objectives, accountabilities and duties in the performance of daily activities. The content may be subject to change based on input from the employee, staff, or management.

Key Accountabilities

- Creating a great first impression upon EQ sales centre guests.
- Contributing to the sales team performance to meet or exceed sales goals.
- Achieving high levels of customer satisfaction as measured by AVID and Tarion.
- Purchase and Sale Agreements are properly prepared and processed daily.
- Guest registrations are collected and entered into Lasso daily.
- Traffic and sales reports are kept current daily and in head office by Sunday evening.
- Ensuring that every EQ customer has a stellar customer experience!

Key Duties

- Organize and maintain the sales centre reception area to ensure a positive first impression.
- Meet, greet and register all guests.
- Promptly and professionally handle telephone calls; take and distribute messages as required.
- Maintain the CRM prospect database and accurately enter new registration information.
- Communicate with prospects and buyers in email or other forms as directed.
- Prepare Purchase and Sale Agreements and Tarion forms for agents:
 - Prepare and maintain all purchaser files.
 - Ensure contracts are complete and accurate.
 - Ensure deposits are received and purchase package is complete.
 - Ensure all necessary addendums are filled out and signed.
 - Ensure subjects are removed or extended as required.



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- Maintain traffic reports and site plan “dot maps” daily and send to head office weekly.
- Assist Lead Sales Agent and Sale Manager with planning and coordinating sales events.
- Participate in team meetings as required.
- General Office Management:
 - Maintain and order office supplies.
 - Coordinate marketing materials with Marketing Manager.
 - General sales centre clean-up.
 - Ensure equipment (fax, copier) is maintained and serviced as required.

Key Attributes and Desired Competencies

- Fundamental knowledge of the real estate sales process.
- Bilingual skills are desirable (French/English).
- Experience with real estate CRM software.

Minimum Qualifications

- Friendly, engaging and positive personality.
- Strong written and verbal communication skills.
- Good organizational, filing, office and phone skills.
- MS Office suite skills including Word, Excel, and Outlook.
- Suitable professional business attire at all times.