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## Sales Assistant

### Surrey, BC

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**Post Date:** 3/27/2019  
**Close Date:** 4/12/2019  
**Region:** B.C. Region  
**Job Type:** Full-Time

**Posting Number:** [Click here to enter text.](#)  
**Number of Positions:** 1  
**Reports to:** Project Sales Manager

#### Position Overview:

Foxridge Homes is a single-family business unit of Qualico and we are seeking a Sales Assistant to join our team.

Reporting to the Project Sales Manager, the Sales Assistant contributes to the success and effectiveness of Foxridge Homes by providing sales and administrative support at a South Surrey single family home project by assisting with the daily operations of the show home, while providing exceptional customer service to existing and potential buyers at all stages of the home buying process.

#### Key Accountabilities:

- Greet new prospects and conduct show home and inventory home tours.
- Order marketing material and show home/office supplies.
- Open/close show home and prepare show home deficiency lists.
- Learn and use NewStar Enterprise software.
- Prepare interior and exterior colour sheets.
- Track possession dates, deposit cheques and order gift baskets.
- Provide administrative support to the Project Sales Manager as required.
- Maintain Lasso database
- Participate in sales meetings, seminars and sales & customer service training.

#### Education & Qualifications:

- Post-secondary education preferred.
- One-year single family or multi family home sales experience.
- Knowledge of residential construction an asset.
- Proficiency in Microsoft Office, remote access systems.
- Lasso and NewStar Enterprise experience an asset.
- Excellent verbal and written skills.
- Vehicle required.



## EMPLOYMENT OPPORTUNITY

### **Working Conditions:**

This position works primarily in a show home, working hours 11:30 AM – 5:30 PM, five days per week, including weekends. Travel to local branch office will be required.

It is Qualico practice to request a criminal record check prior to finalizing the appointment of successful candidates.

### **About Foxridge Homes:**

The team at Foxridge Homes understands the importance of having a home that not only meets the needs and lifestyles of today's families but strives to make your dream home a reality by offering distinct, well-designed floor plans, exceptional value and an unsurpassed customer experience now and for years to come. Foxridge Homes operates in Winnipeg, Fort McMurray and in the lower mainland of Vancouver where the company is the largest single-family house builder. Foxridge Homes is a single-family business unit of Qualico.

### **About Qualico:**

Qualico is a fully integrated real estate development company with offices in Winnipeg, Calgary, Edmonton, Vancouver, Regina, Saskatoon and Austin, Texas.

Since its inception in 1951, the company's activities span the entire real estate spectrum and include residential land acquisition and development, single and multi-family home divisions, commercial and industrial development, property management, concrete ready mix, building supply and manufacturing divisions.

At Qualico our people make the difference. We offer competitive compensation packages including group benefits and company matching RRSP programs.

### **How to Apply:**

Interested Applicants are encouraged to submit their cover letter and resume to [careers.vancouver@qualico.com](mailto:careers.vancouver@qualico.com) by 4:00 pm on April 12, 2019.