

# SALES ASSISTANT

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Genesis Builders Group. - Calgary, AB

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**April 2015**

*For more information, please contact:*

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[genesisland.com](http://genesisland.com)

## Company Overview

Genesis is an integrated, award-winning land developer and residential homebuilder, creating innovative and successful communities in the Calgary Metropolitan Area. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. Genesis owns a large portfolio of entitled residential and mixed-use land, which is exceptionally well positioned to benefit from the continued robust activity in the Alberta economy. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all value integrity. We offer competitive wages, employee home purchase program, one of industry's best health & benefit packages, continuing education reimbursements, and career growth within the Genesis team.

## Position Description

At Genesis, we are currently seeking a passionate and self-motivated professional to apply their skills and experience as a Sales Assistant in our Show Homes across Calgary.

Reporting directly to the Sales Manager, the Sales Assistant is expected to fully support and assist the Area Sales Manager in sales and sales administration related tasks. The ideal candidate will also have strong organization skills, excellent interpersonal and customer service skills. They will have the ability to multi-task in a fast paced environment while maintaining attention to detail and accuracy.

## Primary Responsibilities

- Supporting the Area Sales Manager
- Managing the customer experience throughout the sales and building process
- Ensuring all files, paperwork and reporting is complete and accurate at all stages of the sales process
- Meeting and greeting the public
- Showcasing the features and benefits of a Genesis home
- Maintaining a database of leads, clients and realtors
- Assisting in marketing efforts
- Attending sales meetings and training opportunities
- Ensuring signage and other collateral is available and appropriately placed within the Showhome and in the community
- Maintain the presentation of the Showhome
- Build strong collaborative relationships with other employees
- Perform additional assignments and responsibilities as assumed or requested by your supervisor.
- Attending sales events

## Desired Qualifications

- Excellent customer service skills
- Professional appearance and communication manner
- Strong ability to multi-task
- Good computer skills (Excel, Word, HomeFront, CRM, Social Media savvy)
- Must be able to work evenings and weekends



- Relevant experience preferred
- Ability to work unsupervised and within a team environment
- Excellent organizational skills with high attention to detail, time management and planning.
- Ability to develop and maintain strong lasting relationship both internally and externally.
- Strong interpersonal and communication skills required both verbally and in writing.

If you are interested in this career opportunity with a growing company please apply by sending your resume to Human Resources ([human.resources@genesisland.com](mailto:human.resources@genesisland.com)), quoting “**Sales Assistant**” in the subject line along with salary expectations.

We thank all applicants for their interest; however, only selected candidates will be contacted.

### **Confidentiality**

Genesis Land Development Corp. and Genesis Builders Group Inc. respects the privacy and confidentiality of personal information provided by candidates in our search assignments. In accordance with the Personal Information Protection Act ("PIPA"), a copy of our Privacy Policy is available for your review on our website <http://www.genesisland.com/privacy-policy/>.