

SALES ASSISTANT

Genesis Builders Group - Calgary, AB

September 2018

Company Overview

Genesis is a Calgary based award-winning land developer, creating innovative and successful communities in the Calgary Metropolitan Area, and is also a residential homebuilder through its subsidiary Genesis Builders Group. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. 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, we 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 Title: Sales Assistant
Reports To: Sales Manager
Job Type: Full-Time/Part-Time Permanent
Location: Calgary, AB

The Sales Assistant is an integral part of the Genesis sales team. The successful candidate will have an established track record in customer service and providing sales support, be technically proficient, and flexible with taking on, learning, and adjusting to all new tasks assigned.

Role Responsibilities

- Providing administrative, marketing and sales support to the Area Sales Manager.
- Support Area Sales Manager with daily operations of the sales centres while providing exceptional customer service to all clients.
- Providing accurate and complete information to prospective purchasers.
- Reviewing purchase agreement requirements, blue prints and other documents as required.
- Checking homes under construction for errors and liaising with bank representatives when required, including filling FINTRAC required forms on all sales and transactions.
- Assisting in obtaining all purchaser approvals, progress payments and removing of conditions on each offer within the contract terms and conditions.
- Responsible for generating and following up on leads.
- Creating, filing and maintaining all documentation at the sales centres.
- Operating sales centres during operating hours and ensuring sales centres are neat and organized at all times and also ensuring sales centres are secure.
- Other duties as assigned.

Competencies and Skills Required:

- High School Diploma or equivalent, required.
- 1-2 Years of sales experience, required.
- Experience in new home sales would be considered a great asset.
- Ability to read blue prints an asset.
- Knowledge of building architecture and/or experience in interior designing a definitive plus.
- Proficient in Microsoft Office and general computer skills.
- Self-starter, proven time management skills, good attention to detail and problem solving skills, always results driven and have a passion to take ownership and own results
- Ability to work independently and within a team, and is willing to learn.
- Excellent written and verbal communication skills, and knowledge of other languages considered an asset.
- Ability to maintain confidentiality regarding all business and employment issues

Working Conditions

- This position works sales centre hours i.e, 3 days a week from 2:00 pm to 8:00 pm and weekends from noon to 5:00 pm, and be available for on-call hours as need arises.
- Regular travel to corporate office for meetings, completing paperwork and other misc., tasks required.
- Valid driver's license and access to a vehicle is required.

Additional Notes

All interested and qualified applicants please apply by sending your resume to Human Resources Department at careers@genesisbuilds.com with the subject line "Sales Assistant".

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.