

SALES ADMINISTRATOR

(MATERNITY LEAVE COVERAGE)

Genesis Builders Group – Calgary, AB

MARCH 2022

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 Administrator
Reports To: Area Sales Manager
Job Type: Full-Time Maternity Leave Coverage (18 months)
Location: Calgary and surrounding areas, AB

The Sales Administrator 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

- Responsible for completing margin analysis for all new sales and provide detailed reports to management for review.
- Process purchase and sales agreements - ensuring all documents are completed in full prior to builder approval.
- Create and update sales reports for the department regularly.
- Provide support to the sales team, coordinate weekly sales meetings and maintain a database of lot inventory.
- Process real estate agent's commission invoices and commissions for sales staff.
- Process spec home starts, coordinate home staging, photographs and removal of home staging.
- Prepare and submit annual BILD Award submissions.
- Responsible for maintaining and updating records for FINTRAC, monthly data submission to Statistics Canada and sending monthly reports to Altus Group.
- Responsible for sending out customer satisfaction surveys.
- Provide a monthly documentation update to Genesis's Land Division.
- Other duties as assigned.

Competencies and Skills Required:

- High School Diploma or equivalent, required.
- 1-2 Years of administrative experience, required.

- Experience in home building industry an asset.
- Accounting or bookkeeping experience considered an asset.
- 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 regular business hours Monday - Thursday from 8:00 am to 5:00 pm and Friday from 8:00 am to 3:00 pm

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 Administrator (Maternity Leave Coverage)".

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