

## SALES COORDINATOR

The Holborn Group is seeking a motivated and outgoing Sales Coordinator to join the Holborn team at its University Heights Presentation Center.

Our ideal candidate is highly organized, detail oriented, and thrives as a problem-solver in a collaborative and fast-paced environment. This is a client-facing role that requires impeccable communication skills and a personality that excels at providing concierge-level customer service.

### Responsibilities include:

- Managing the administrative requirements of the University Heights show-home to ensure smooth day-to-day operation
  - Acting as a key contact for facilitating communication between clients, licensee and the development team.
  - Reception-relief duties including but not limited to answering and directing calls, and coordinating courier and mail services
  - General administrative support to the office such as filing, faxing, organizing documents and data entry.
- Providing concierge-level service to the clients and customers when greeting incoming customers, settling guests in the meeting rooms and answering inquiries
- Conducting or assisting with site visits and show-home tours
- Coordinating licensee & special events
- Assisting the Director of Sales & Marketing with any administrative tasks including but not limited to:
  - Preparing of sales-related documentation including listing agreements, sales packages, and presentation materials.
  - Coordinating, preparing and generating monthly sales documents such as progress reports, KPI input, inventory reports, competitive activity and pricing reports
- Ensuring that the show home and presentation center are neatly organized and maintained.
  - Maintaining proper office inventory by ordering kitchen and office supplies.

- Ensuring that office equipment, including but not limited to phones, photocopier, mail machine, fax machine and kitchen appliances are well maintained.
- Developing rapport with members of the local realtor community and promoting University Heights within that network

**Qualifications:**

- Excellent written and verbal communication skills, able to communicate and connect effectively with clients
- Customer service mindset and detail oriented
- Excellent interpersonal skills
- Problem-solver; able to take initiative and improve processes
- Exceptional organizational skills. Be able to multi-task and work autonomously in a fast-paced professional environment
- Proficiency in Microsoft Office, Outlook, and Microsoft Excel
- Technology Savvy, familiar with CRM systems like Spark or Lasso an asset
- Minimum of 2 years' professional experience in the real estate industry. Previous experience with administration for presentation centers and show-home environments preferred.

We thank all applicants for their interest in a career with the Holborn Group, however, only those identified for further consideration will be contacted. Please forward your resume to [careers@holborn.ca](mailto:careers@holborn.ca).