

FORMWELL

JOB DESCRIPTION

Sales Coordinator

September, 2023

Join a team dedicated to creating the region's most beautiful and livable townhomes.

Why Formwell?

We're on a mission to be at the forefront of the local development industry with homes that inspire both in their design and functionality. With growth on the horizon, we are looking for a Sales Coordinator who embodies our passion and commitment to connecting people with better homes.

Formwell isn't just another real estate developer. We noticed a gap in the market for homes that are aesthetically pleasing, attainably priced and truly livable. Driven by this vision, we're committed to building townhomes that our homeowners will love, from the first moment they move in, and for years to follow.

Founded by two families with over 30 years of combined experience in residential development in Greater Victoria, Formwell blends traditional design principles with our personal experiences living in townhomes. The result is homes that truly meet the needs of families, in whatever form they may take.

The Role

As the Sales Coordinator, you'll have the opportunity to work alongside and learn from some of the industry's most experienced and respected sales and marketing professionals. You'll be the administrative backbone of our project sales and marketing teams. From ensuring smooth operations at our presentation centre to delivering an exceptional brand experience, your role is pivotal in our journey.

Responsibilities

- Deliver an exceptional brand experience at every opportunity
- Greet and register guests at the presentation centre
- Maintain and update sales-related information in our CRM and tracking tools
- Serve as the primary contact for phone and email inquiries
- Execute office and administrative tasks with precision
- Organize and maintain marketing materials, coordinating with vendors when necessary
- Assemble sales kits and gifts for homeowners
- Coordinating and capturing social media content, collaborating with the marketing team
- Maintain communication with homeowners during construction
- Attend and contribute to sales meetings
- Weekly and ad-hoc sales reporting
- Proactively seek ways to enhance the sales team's efficiency and guest experience

Skills & Attributes

- At least one year of experience in sales coordination or administration, preferably in real estate
- A passion for real estate and exceptional customer service
- Positive, results-drive attitude
- Organized with excellent time management skills
- Attention to detail
- Team player
- Valid drivers' license with access to a vehicle

Commitment

The time commitment for this role varies from 30 to 40 hours per week based on time of year and development project cycles.

- Must have availability to work flexible hours
- Must have availability to work weekends, evenings, and holidays

Compensation

This role comes with a competitive compensation package, including a base hourly wage between \$22 and \$25 per hour (based on experience) plus performance-based bonuses.

How to Apply

If you're excited to be a part of our team and share our passion for improving our communities, please submit your resume and a cover letter to hello@formwell.ca using the subject title "Application: Sales Coordinator". While we appreciate all applications, only shortlisted candidates will be contacted.