



Sales Assistant – Greystone Village

We are seeking an exceptional Sales Assistant who is looking for a challenge in a great team environment! You will provide support to our on-site sales team in meeting or exceeding sales team goals. If that sounds like you, bring your skills and enthusiasm to eQ Homes!

About us:

We:

- empower our people to strive for creativity, uniqueness and distinction.
- are driven by the values of doing the right thing; building well for lasting value, creativity, fun and respect.
- are the Builder of Choice in the National Capital Region.
- build lifestyle communities throughout Ottawa.
- are committed to the best customer experience in Canada!

About the role:

The Sales Assistant is responsible for:

- meeting, greeting and registering all guests at the Sales Centre
- maintaining the prospect database.
- communicating with prospects and buyers.
- preparing purchase and sales agreements for the Sales Consultants.
- preparing and maintaining all purchaser files, ensuring contracts are complete and ensuring all addendums are signed.
- maintaining traffic reports and site plan “dot maps” daily.
- providing general office management support.

About You

You have:

- a minimum of 3 years of previous experience in a real estate sales support role.
- fundamental knowledge of the real estate sales process.
- experience with real estate CRM software.
- strong written and verbal communication skills.
- MS Office suite skills including Word, Excel, and Outlook.
- good organizational, filing, office and phone skills.
- a friendly, engaging and positive personality.

We offer a dynamic opportunity!! Should eQ Homes and this position be a good match for you, please email your cover letter and resume to: jointheteam@eqhomes.ca

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.