



Title: Sales Assistant - part time (New Home Sales)

We are looking for a highly motivated, professional, and driven individual to join our sales team. This role requires someone who is a go-getter, thrives in a fast-paced environment, and has a proven track record in sales.

Location: Showhomes and Sales Centres in Calgary and the surrounding communities of Cochrane and Bridgeport

Part-time hours are primarily standard showhome hours (2 -8 pm Monday to Thursday, 12 – 5 pm Saturday, Sunday & holidays).

At Broadview Homes, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Sales Manager, as the **Sales Assistant** you will support the new home sales process. You also assist in maintaining the assigned showhomes and sales centre and provide customers with an exceptional customer experience throughout the home buying process. We are looking for someone who can hit the ground running and contribute to the success of the Broadview Homes team and also someone who is both ambitious and dependable, with a passion for helping customers find their dream home.

Your day-to-day responsibilities will include:

- Acting as the first point of contact for customers and ensuring excellent customer service is provided.
- Providing customers with showhome tours, product information and purchase process. Answering incoming calls and emails, and booking appointments.
- Assisting in qualifying potential purchasers and converting them into qualified buyers. Tracking customer information, and assisting in obtaining financing.
- Continually inspecting and ensuring showhomes and sales center are appealing and presentable.
- Supporting customers throughout the home building process and coordinating project changes. Providing updates on building progress and coordinating walkthroughs.
- Performing a variety of administrative tasks such as data entry, filing, calendar management, tracing customer deposits, and maintaining office supplies, sales brochures and signage.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Mindful; you respect diversity and deal with sensitive situations using high degree of integrity.
- Excellent service oriented; you handle relations with customers, internal and external parties with tact and diplomacy, You have a customer-first mindset.
- A creative problem solver; you think outside the box for solutions without fear of failure.
- The drive to meet and exceed sales targets with a proactive approach to lead generation and follow-up

Essential Requirements

- High School Diploma, or equivalent.
- Minimum 6 months of sales experience.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, PowerPoint, Teams and SharePoint), CRM and accounting software (HubSpot, NewStar or similar).

Preferred Requirements

- Prior experience with new home residential sales is preferred.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Consistently meeting customer expectations.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work in a showhome or sales centre in Calgary and its surrounding communities of Cochrane and Bridgeport. Hours are primarily standard showhome hours (2 - 8p m Monday to Thursday, 12 – 5 pm Saturday, Sunday & holidays). Travel to off-site meetings or other showhomes may occasionally be required.

About Us

Broadview Homes is a single-family business unit of Qualico operating in Calgary and Winnipeg. Broadview Homes has established a reputation for outstanding quality, design, and affordability without compromise. We deliver a positive customer experience through every phase of design, construction and move-in. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing date: September 18, 2025

[Apply Here](#)