



Title: Online Sales Assistant

Location: Remote/work from home, with occasional meetings at the Edmonton Regional Office (3203 93 Street NW)

At Pacesetter 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 & Marketing Manager, as the **Online Sales Assistant** you will provide support to identify, qualify and convert prospective buyers. You also ensure delivery of excellent service to build and foster positive relationships with prospects.

Your day-to-day responsibilities will include:

- Assisting in identifying sales opportunities within our contact database and qualifying leads according to their needs and wants.
- Addressing inquiries and providing consistent follow-ups with prospects in a professional and timely manner.
- Providing information and marketing materials to assist prospects with determining the best community and floor plan.
- Creating and delivering ongoing email campaigns to attract and convert prospective buyers.
- Monitoring and reporting on lead activity and sales conversion ratios.
- Tracking third-party websites and online advertising. Researching and staying current on competitors' online activities.
- Providing support to other projects or duties as assigned.

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.
- A creative problem solver; you think outside the box for solutions without fear of failure.

Essential Requirements

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

Preferred Qualifications

- Experience in customer service, retail or sales is considered an asset.
- Experience with sales contact management database is an asset.
- Previous experience as it relates to the homebuying experience 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 remotely, with occasional travel to the regional office. Hours of work may vary.

About Us

Pacesetter Homes is a single-family business unit of Qualico with over 65 years of building experience. Pacesetter Homes offers award winning home plans, interior design items, and finishing packages that personalize each new home we build. Pacesetter Homes operates in Western Canada, Dallas, Texas and Austin, Texas. 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 reasons to come to work every day.

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