Reporting to the Olympic Homes General Manager and Senior Home Sales Consultants, this position will work with the Sales Team to ensure each customer enjoys the experience of designing and building the home of their dreams.

**Responsibilities:**

* Work alongside the Home Sales Consultants to build relationships with customers.
* Communicate with customers in person, over the phone and electronically in an efficient, accurate and professional manner
* Qualify sales leads and share information with the sales team for follow-up
* Work with our Sales, Design and Production team to ensure construction details & change orders are completed and processed accurately in a timely manner
* Coordinate customer walk-through’s with Sales/Production teams
* Update sales brochures/social media/website information with the advertising department
* Maintain quality and warranty program documentation
* Create sales reports to share with the sales team
* Continually look for new and better ways to service our customers
* Foster a positive and diverse culture

 **Qualifications:**

* High degree of organization skills
* Advanced computer skills including Microsoft Office
* Basic Construction / Building product knowledge/Ability to read blueprints is an asset
* Valid Class 5 license
* Be a confident and professional leader at all times
* Always look for ways to improve your department and yourself personally

We value our employees and offer a comprehensive compensation and bonus plan including a competitive salary and benefit package consisting of Life Insurance, Health, Dental, Short-Term and Long-Term Disability, Employee Assistance Program, Pension Plan, Health Care Spending Account.

If you see yourself as someone who enjoys a small business environment, can manage multiple priorities, can follow direction and is a continuous learner, please email your resume and cover letter, indicating salary expectations to us today!

Thank you for your interest but only those selected for an interview will be contacted.