



Abstract Developments is a leading Developer and Custom Home builder with more than 16 years' proven experience in Greater Victoria. We pride ourselves on our commitment to delivering the finest homeowner experience through our exemplary design, quality, and true passion for what we do. For more information, visit: www.abstractdevelopments.com

SALES COORDINATOR

We are seeking a talented individual to fill the role of Sales Coordinator on behalf of our client, Abstract Developments, an award-winning developer and custom homebuilder.

The Sales Coordinator provides multi-faceted support to the Sales and Marketing team, and is primarily responsible for providing a welcoming atmosphere and positive experience for every client, reflecting the Abstract brand and image. The Sales Coordinator will assist with administrative responsibilities of the Presentation Centre for all day-to-day activities, ensuring high presentation standards of cleanliness, organization and readiness for presentation at all times.

Reporting to the Sales Manager, we are looking for candidates with:

- Recent, related experience in a customer service environment;
- Experience preparing reports;
- Preferred experience in presentation centres;
- Dedication to working weekends, and a 30-hour work week;
- Proficiency in MS Office systems;
- Excellent interpersonal communications skills;
- Ability to manage multiple tasks and meet deadlines;
- Knowledge of business office practices and procedures;
- Excellent attention to detail and punctuality;
- Strong organizational ability; and
- Must have a valid drivers licence and vehicle.

Our successful candidate will be an energetic and flexible self-starter as well as a team player. The right person is all about customer service, and creating a positive, welcoming atmosphere.

We offer compensation based on competitive base salary and great commission opportunities.

Contact:

If this opportunity sounds like a good fit for you, please submit a covering letter, resume, and salary expectations to careers@tallsky.ca

We thank all applicants; however, only those selected for further consideration will be contacted.