



Adera is the leading builder of multi-family mid-rise wood frame and SmartWood™ mass timber residential, mixed use and tilt up concrete commercial projects in BC's lower mainland. For over 50 years we've been at the forefront of the construction industry, building homes and spaces that meet the needs of our customers and communities. Achieving awards and recognition locally, nationally and internationally as a leader in design, sustainability and innovation, we take pride in our teams and trade partners, continually pursuing excellence and leadership in all that we do.

PART TIME OPPORTUNITY – SALES ASSISTANT

Adera takes pride in the homes and communities we create for people. We are seeking an **organized, proactive** and **friendly** individual who enjoys working cooperatively to deliver outstanding results at our **Crest** project in Lower Lonsdale. An **outgoing** and **detail-oriented** individual who thrives on customer satisfaction, quality and partnership, this person has a passion for making things right and helping people. This role requires a **helpful** and **reliable** individual who will engage a variety of stakeholders and embrace technology to deliver the very best of our **LIVE WEST COAST** philosophy.

Key areas of responsibility:

- Supporting the Sales Team in all presentation centre activities, including but not limited to greeting visitors, assessing needs, following up with marketing materials and sales resources, communicating with homeowners, coordinating closing appointments and administrative support
- Ensuring all visitor details and sales activities are accurately logged in the CRM system and assisting with delivering new homes to owners
- Helping to ensure the presentation centre is kept clean, fresh and professional, including adherence to safety protocols for the benefit of employees and visitors

Qualifications:

- An interest in real estate and a helpful, outgoing, friendly demeanor
- Strong communication skills and the ability to proactively and efficiently coordinate multiple variables
- High standards of accuracy and attention to detail
- Technology proficiency, including MS Office 365; prior experience with Avesdo and Spark CRM considered an asset
- Motivated with a desire to learn and willingness to take direction

please send your resume to crest@adera.com

We thank all candidates for their submissions, however, only those selected for interview will be contacted. All submissions will be kept on file confidentially with our Human Resources department for a minimum of six months. The right person can transform a business, if you're not right for this role, but you know someone who is, please pass on this information to help them achieve their next career success.