

Position: Project Sales Coordinator

Reports to: Sales Operations & Administration Manager, Sales Director

Job Type: Full-time

About rennie & Our Culture

We are real estate at its thoughtful best. We see real estate as a means to build better communities and improve lives. For more than 40 years, we have been leaders in the field because we consistently put people and relationships first.

Integrated under rennie are Developer Services, Consumer Services, and rennie Museum. Founded on collaboration, we intentionally foster a supportive environment between our inhouse Intelligence, Technology, Conveyance, Finance, Marketing, and Advisor Teams. Together, we are the definition of strength in numbers, and individual success is team success.

We have partnered with developers throughout Western Canada and Washington State to help acquire, plan, design, market and sell some of the region's largest and most successful communities. Integrating market intelligence, strategic perspective, and industry experience, our head office team of 90 and more than 160 Realtors in the field work seamlessly to deliver products and sales to build clients' brands and ensure continued success. Whether our clients are buying a home, selling a home, or building a community, they can depend on rennie and our team of trusted advisors to bring expert knowledge and trusted experience, while delivering exceptional service.

The main office of rennie is headquartered in Vancouver's Chinatown district in the historic renovated Wing Sang building, originally built in 1889. The spectacular space includes an inhouse museum, a rooftop garden with stunning views of the city, and unique collaborative workspaces.

About the Opportunity

Join one of Vancouver's best and well-respected brands in real estate marketing. We are seeking a service-focused Sales Coordinator to work at one of many presentation centres. This position will require approximately 30-40 hours per week, however, longer hours may be required during launches.

As a Sales Coordinator, your focus is to provide best-in-class customer service in addition to facilitating the contract process and managing the day-to-day operations of the presentation centre. A role as a Rennie Marketing Systems Sales Coordinator is a fantastic way to launch your real estate career and work your way up from within. The ideal candidate will have a strong attention to detail and be motivated by a fast-paced environment.

Responsibilities:

- Be in charge of the day-to-day operations and maintenance of the presentation centre
- Register, orientate, and tour presentation centre visitors
- Correspond with Purchasers and Realtors by phone and email
- Communicate daily with Sales Manager and on-site sales staff regarding contract activity
- Administer all activities relating to purchase contracts including but not limited to: preparation, execution, filing and document distribution, deposit collection, CRM management
- Manage and update database on a daily basis
- Prepare and send daily reports outlining all activity on site

Desired Skills/Experience:

- A professional presence with exceptional interpersonal and communication skills
- Proficiency in Microsoft Office Suite & Google Drive
- Detail oriented, organized, and ability to prioritize
- Proficiency in Salesforce/Avesdo an asset
- Real Estate license or 1+ years of related experience in sales administration/coordination, preferably in a new housing environment, preferred
- Access to a vehicle or reliable transportation
- Must be available to work on the weekends

If this looks like the position for you, please provide your cover letter and resume to careers@rennie.com. We thank all candidates for their interest, however, only select individuals will be contacted.

For more information, please visit: <https://rennie.com/about>