



Modern Thinking. Timeless Values.™

Office/Sales Coordinator – Northern Communities

Change *Your Career* for the Better.

As a recipient of hundreds of awards and accolades, Reid's Heritage Homes is a world-class organization, with growing communities across the province, offering home styles from mid-rise condo suites to custom estates and active adult communities. We are a division of the Reid's Heritage Group of Companies, a family-owned company celebrating over 40 years in business. We are proud to have been certified as a **Great Place to Work® Canada** and named as one of **Canada's Best Workplaces for 2019, Canada's Top Small & Medium Employers for 2019** and **Waterloo Area's Top Employers for 2019**, and we strive to employ highly skilled individuals who both exemplify and live out our Core Values. Our team members are passionate about their work, and their high energy and creativity drive innovation. As a result, our team is growing. We invite you to take this opportunity and be a part of the momentum!

We are currently looking for an **Office/Sales Coordinator** to join our team. Reporting to the Construction Manager, and working out of our **Collingwood** office, you will provide administrative support to the sales and office team for our northern communities. You will be able to work extremely well within a professional team atmosphere and practice our Reid's Heritage Group Core Values.

As part of your duties and responsibilities, you will be called upon to:

- Follow and consistently demonstrate Reid's Heritage Group of Companies Core Values
- Answer phone calls and greet guests, delivering exceptional customer experience to all guests
- Update, upload and save new Agreement of Purchase and sale documents and other related purchase documents
- Use Newstar as sales tool to review pricing for optional extras and selections
- Copy and save deposit cheques to network and enter into Newstar
- Filing, photocopying and other administrative tasks as required
- Assist with contract preparation, management and transmission
- Liaise with purchasers and real estate agents
- Submission of documentation (waivers, amendments, new deals, etc.)
- Serve as Reid's Heritage Homes brand ambassador at company events and launches as required
- Carry out additional tasks as may be assigned

The Office/Sales Coordinator we seek will demonstrate the following qualifications:

- Commitment to our organization's progressive culture, including our company Core Values
- Minimum of 3 years of experience in a real estate office environment and/or in a similar role.
- Similar experience with another homebuilder would be an asset.
- Advanced skills in Word, Excel, Outlook and Newstar Sales
- Highly motivated with exceptional customer service skills
- Excellent communication (both oral and written) and organizational skills
- The ability to maintain a positive working environment for both clients and colleagues
- Excellent time management and prioritizing skills
- Highly motivated, self-starter that has strong multi-tasking ability
- Self-confident, honest and respectful approach to dealing with all team members

- Team player, accustomed to working as part of an encouraging a collaborative work environment
- Strong attention to detail
- Operates effectively in a busy, high volume and deadline driven environment.
- Valid driver's license and clean driver's abstract

If you have a lot to offer, we have a lot to give! Add your energy to ours and join the Reid's Heritage Homes team by submitting your cover letter and resume to hrinfo@heritagehomes.com, specifying the title of the position, by **Monday, November 18, 2019**. For more information, visit www.reidsheritagehomes.com.

We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.

