



## **Sales Coordinator**

Solterra Development is seeking an experienced Real Estate Sales Coordinator. The coordinator we are looking for is an outgoing, reliable, energetic, dependable, fun individual that enjoys working in a team environment who lives in the Surrey area and has access to a vehicle.

### **Some of the Sales Coordinator's responsibilities are:**

- Maintaining a professional Presentation Centre, Display Homes and inventory Units.
- Meeting and Greeting prospects at our Presentation Centre
- Carding Prospects and entering them into our database
- Contract administration, which includes but is not limited to entering contracts into our database, maintaining the onsite filing system and preparing files for written offers
- Assisting the Sales Manager in the sales process and promotion of the project

### **Assets:**

- Knowledge of Intersoft Database Systems
- Strong Computer Skills
- Real Estate Related Education

Please e-mail your resume and salary expectations to [Lindao@niradia.com](mailto:Lindao@niradia.com)