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Sales Assistant (Full-Time & Part-Time)

About Us

Daytona Homes has been a leader in the home building industry since 1993. We are dedicated to providing superior crafted homes and exceptional customer service across western Canada as we continue to grow into the future. Daytona Homes offers opportunities for both personal and professional growth, excellent earning potential and, most importantly – having fun. We want to give our customers the best home buying experience possible and that starts with the best employees. We can't wait to work with you!

Job Benefits

- Health and dental benefits immediately upon hire, available for full time employees
- Employee Assistance Program
- Inclusive work environment
- Volunteer opportunities
- Employee pricing for Daytona home purchases
- Tuition support, available for full time employees
- RRSP Matching, available for full time employees

Responsibilities

The Sales Assistant is responsible for assisting the Sales Consultant with administrative/sale support, customer service, and marketing.

- Assist sales consultant in capturing interest of potential clients
- Ensure customer files are addressed daily
- Ensure that the showhome shows well at all times; contact/follow up with warranty department regarding action items
- Ensure all documents in the showhome are up to date, maintain knowledge of policy/processes that support such documents
- Participate with the Sales Consultant in walking inventory homes on a weekly basis and check for safety, overall look, problem areas (i.e. paint touch ups, scratches in hardwood etc.);
- Act as a host/hostess in the Showhome, greeting visitors, answering their questions and assessing their level of interest
- Capture Showhome visitor contact information and enter in CRM for follow-up by a Sales Consultant
- Develop community content for social media
- Gather competitive information within the subdivision and neighboring communities
- Ensure all signage in the subdivision is correct and properly placed for best exposure
- Ensure proper stocking of all Showhome promotional materials

Hours

- Part-time and full-time positions available
- Ability to work evenings and weekends

Hiring organization

Tacada

Employment Type

Full-time, Part-time

Job Location

Winnipeg

Date posted

November 17, 2023

Qualifications

- Previous experience in a customer facing role
- Demonstrated experience with social media
- Previous exposure to real estate, design or construction is consider an asset
- Ability to self-manage
- Ambitious and approachable
- Customer focused and strong communication skills
- Strong time management skills
- Computer skills with experience in Microsoft Office (primarily Word and Excel)
- Valid Drivers License and reliable transportation