



DIVISIONS OF TACADA HOUSING EDMONTON



<https://tacada.ca/job/sales-consultant/>

## Sales Consultant

### About Us

Tacada has been a leader in the home building industry since 1993, consisting of four builder brands including Daytona, City Homes, Accent Infills and Carriage Signature Homes. We provide superior crafted homes and exceptional customer service across western Canada as we continue to grow into the future. Tacada 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.

### Responsibilities

*Meet sales targets and support those sales by assisting client needs until completion of possession.*

- Meet monthly and annual sales goals and take the necessary steps to achieve those goals
- Prepare/maintain accurate and timely purchase agreement and all supporting documentation from the date of the sales agreement to the customer closing
- Ensure that all documents and marketing materials in the show home are up to date and maintain knowledge of policy, procedures and guidelines that support such documents
- Communicate regularly with purchasers up to and including possession date; maintain knowledge of policies, procedures, approval requirements, construction processes and schedules to effectively communicate to the customer
- Ensure that the show home is open and attended each day for the scheduled hours; responsible for care, cleanliness, organization and maintenance of signage show homes and sales centers
- Accurately track traffic, including source of traffic and competition on a weekly basis
- Maintain and follow company sales methodology and knowledge through ongoing training, and mandatory sales & marketing meetings
- Supervise and train new sales assistants
- Ensure entry of all sales and commission; accurate and within deadline
- Ensure all signage in the subdivision is visually appealing, accurate and placed properly for the best traffic
- Walk inventory homes every week for safety, overall look, problem areas (i.e. paint touch-ups, scratches in hardwood and so on)
- Develop understanding of your community and neighboring communities, amenities, competition, developer updates
- Promote your community via recommended social media channels, adhere to marketing & brand standards
- Other duties and responsibilities assigned

### Requirements

- Proven sales experience (required)

### Hiring organization

Tacada

### Employment Type

Full-time

### Job Location

Edmonton

### Date posted

October 18, 2023

- Experience in new home sales is considered an asset
- Ability to work show home hours
- Strong knowledge in Microsoft Office, namely Excel
- Strong time management, organization and planning skills
- Driven, focused and a sense of urgency to meet deadlines
- Ability to manage multiple projects
- Exceptional verbal and written communication skills
- Ability to get along with various personality types and play an active role in the team
- Ability to work independently with little supervision Self-motivated and reliable
- Strong attention to detail
- Significant experience using Facebook, Instagram, YouTube, LinkedIn, etc.
- Understanding of buyer behaviour and how to approach the sale
- Valid drivers license and reliable personal vehicle

### **How We Work For You**

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