

Performance lives here.

Come and join our award winning team.



Our home base could be yours too.

See the magic. Be part of the lifestyle.

As a **Sales Administrator** for Jayman BUILT Multi Family you are extremely organized and understand a sense of urgency. You will work with the sales teams to provide them with administrative support. You are driven and motivated to be a part of a dynamic team.

A Day in the life of a Sales Administrator:

- Provide daily support to the Sales Manager and sales team with correspondence, organizing and scheduling.
- Act as a liaison between the Sales Team in the field and the office.
- Provide administrative support to other departments
- Reception duties
- Meeting administration including creating and distributing agendas and minutes to all attendees
- Ensure information on each sale is accurate and complete in the CRM and Newstar systems
- Manage customer deposits including tracking deposits and forwarding to Accounting
- Deliver accurate and timely statement of adjustments to lawyers for final settlement with client.
- Ensures that Purchase Agreements are written in accordance with Jayman process and include all necessary supporting documentation
- Liase with property management companies to organize AGM's, Insurance, etc.

What you will bring to the table:

- 3-5 years' industry experience preferably in new home construction.
- Excellent communication skills, both verbal and written and the ability to take meeting minutes.
- Highly skilled in reviewing detailed legal documents to ensure compliance with corporate standards and processes.
- Strong understanding of real estate transactions and associated legal documentation.
- Well-developed organizational skills and time-management skills.
- Advanced computer skills (i.e.: Microsoft Office) with the ability to learn internal systems.
- Ability to react well under pressure and treats others with respect
- Quick learner and able to work with minimal supervision.
- High accuracy in all aspects of work
- Knowledge of the condominium act

As a 2018 Best Managed Company, we will provide you the following:

- Flexible health and dental coverage.
- Employer matching Group RRSP program and discount programs on Jayman products.
- Customized Training Programs.
- On-site Gym.
- Extensive community and volunteer involvement.

Do you see the magic? Are you ready to be part of the lifestyle? Join the award winning Jayman BUILT team and contribute to our exceptional track record, with over 25 thousand homes built in the last 38 years. Please send your resume and cover letter to <https://www.fitzii.com/apply/27654> no later than March 16, 2018.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.