

STREETCAR™

RETHINK URBAN LIVING

Streetcar Developments enjoys a hard-earned reputation as a Toronto developer who invests in exciting neighbourhoods, improving the quality of entire communities. Every one of our celebrated residential projects integrates seamlessly into its surroundings, respecting the historic look and feel of the area while providing a glimpse into what could be.

Our unwavering commitment to build a more livable and culturally rich Toronto has allowed us to attract the absolute best and most passionate talent.

Streetcar is currently seeking qualified, ambitious and driven individuals to join our team in the following role:

Real Estate Sales Administrator

PRIMARY RESPONSIBILITIES:

- Preparing and tracking sales contracts
- Data entry and management in CRM system
- Answering telephone calls, emails and other inquiries
- Communicating with purchasers and sales agents
- Verify commission distribution and maintain records of commission agreements and invoices
- Supporting members of the sales & marketing team as needed
- Preparing sales reports and summaries for management
- Receptionist duties, greeting and guiding clients.
- General administration when needed and as required (e.g., filing, etc.)

QUALIFICATIONS:

- A minimum of 2 years' experience in real estate sales or similar role is required
- Experience in accounting or bookkeeping is an asset
- Post-secondary education is required
- Flexible to challenges as they arise and the ability to remain calm under pressure
- Strong communication skills in English, both written and oral, is required
- Excellent organizational skills and attention to detail
- Ability to handle confidential/ sensitive information with discretion and maturity
- Demonstrated ability to communicate effectively in conflict and other situations that may require tact, diplomacy and discretion
- Demonstrated proficiency with computer systems, (i.e., Word, Excel, Outlook)

To express interest in this exciting opportunity, please apply in writing by electronic mail, with a copy of your resume to:

Streetcar Developments – Reception (Head Office)
e-mail: careers@streetcar.ca

Attn: Wendy Stewart
Tel. (416) 686-9199 x109

No agencies please.