

Business Development Associate (Sales Coordinator)

Job ID:

R12676

Full Time/Part Time:

Full Time

Location:

Fleetwood Villa - 16028 - 83rd Avenue, Surrey, BC V4N 0N2

Purpose. Passion. People.

We are purpose driven. We are passionate. We are connected. We are truly out to live our best lives, as we come together to help others live theirs. Join our team today and build your career with us.

Reporting to the Executive Director, the Sales Coordinator is responsible for assisting the Sales Consultant with all sales activities related to the retirement residence.

Key Responsibilities

- Perform community outreach to create partnerships and new referral sources
- Plan and execute on, site events/activities for current prospects and to attract new prospects;
- Sourcing new leads for the site;
- Assisting to advance current leads through outbound calls and creative follow up;
- Perform tours when the Sales Consultant is not available;
- Assist with the coordination of advertising, flyer drops, new signage and social media awareness;
- Cover for Sales Consultant for vacation and time off;
- To use the CRM system/Yardi to track and record all sales activities;

- Interact with current residents to encourage referrals;
- To uphold and promote the organization's values and philosophy relating particularly to ethics, morality, and integrity as set out in Revera's Code of Conduct;
- To complete all other duties as assigned.

Qualifications

- Post secondary education in sales, marketing and/or public relations is preferred;
- Minimum one year experience in an administrative role preferably in sales or marketing;
- Must possess excellent communication skills, both written and verbal;
- Flexibility in working hours to meet client needs;
- Must be proactive, self-disciplined and able to demonstrate a high level of productivity;
- Must have a high degree of interpersonal skill which would enable the incumbent to deal successfully with clients, community and agency contacts;
- Must have empathy for, and an understanding of, the needs of the elderly;
- Must possess a valid driver's license.

Vaccines are a proven, safe and powerful weapon in our battle against COVID-19. Now that vaccines are widely available and recognizing that many of our staff are already vaccinated, vaccination will be a condition of employment for new hires, except when impossible due to legitimate, established exceptions. The vaccine must be a two-dose COVID-19 vaccination series approved by Health Canada. This is one more important step to protect both our residents and staff as we continue to battle this deadly virus.

Revera is committed to ensuring that all employment practices are inclusive. As an organization we are committed to providing and arranging accommodation for candidates upon request.

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