



NELSON READY TO MOVE HOMES SALES COORDINATOR

Description:

Nelson Ready to Move Homes located just North of High River, Alberta has an immediate opening for a full time Sales Coordinator for the RTM homes.

Duties and Responsibilities:

The key duties and responsibilities of this position are to assist the Sales person in their daily duties, such as:

- Assisting with the selection of interior & exterior colors, cabinets and floor covering
- Process all required change orders, color sheets and any other paper work to acknowledge the homeowner's product selections
- Answering phones, returning calls, booking appointments, showing of houses, lead tracking etc.

Skills & Qualifications:

The successful candidate must have the following skills and qualifications:

- Be very personable, outgoing, self-motivated, responsible, and hard working with a very high standard of customer service.
- Be extremely organized with the ability to multi-task.
- Must have a minimum of 2 years' experience in the customer service or sales industry.
- Have interior design training
- Knowledge and understanding of blueprints & residential construction

Remuneration:

Monthly Salary plus commission based upon experience.

Contact:

If you interested in working in a fast paced small team environment, please forward your resume to:

Tyson Kirtzinger
Division Manager
Nelson RTM Homes
Fax: (403) 652-2288
E-mail: tkirtzinger@nlc.ca
(Only successful applicants will be contacted.)
(Closing date: September 15/2017)