

## Sales Assistant

Cameron Homes, an Edmonton-based residential single and multi-family home builder, is seeking a part time sales assistant to work the hours of Monday to Thursday 3:00 PM – 8:00 PM, and weekends and holidays from 12:00 PM to 5:00 PM with some room for flexibility. Cameron Homes is an equal opportunity employer, and we strongly encourage all qualified applicants to apply.

### About Cameron Homes

A family-owned and managed company, Cameron Homes has been built on a foundation of family values – and we pour those same values into the foundation of every home we build. When our customers build with us, it's our family building for theirs. We take care of our clients from the moment they walk into one of our beautiful show homes, to the moment they get the keys to their new dream home, and the entire duration of their home ownership. It shows too – we are proud winners, nominees, and finalists of numerous industry awards for our customer service and design.

Want to be part of a company that cares deeply about the clients we serve, the people that work with us, and the communities we live in? Learn more about us and what we do at [www.cameronhomes.ca](http://www.cameronhomes.ca).

### Job Description

The Sales Assistant will provide support to the Area Sales Manager with new home sales, providing excellent customer service for both prospective and new buyers.

### Responsibilities

- Greet visitors in the show homes.
- Market and sell our award-winning homes, maintaining a strong knowledge of Cameron Homes features.
- Assist in managing the new home sales process, including organizational support.
- Assist in completion of paperwork and reporting.
- Maintain and coordinate client relations, including setting up meetings and following up with clients.
- Provide product knowledge and information to prospective and new home buyers.
- Assist in the operation of the show home and maintain an immaculate interior and exterior presentation.
- Attend and participate in office meetings, team building activities, training initiatives, company functions, and charity events.
- Help promote and maintain the professional image of Cameron Homes both on and off company time.



## Qualifications

- Well-developed communication and interpersonal skills, comfortable communicating with diverse groups of people.
- Experience and proven skills in customer service.
- Strong attention to detail.
- Ability to multi-task and work independently within timelines, with excellent organization and time management skills.
- Self-motivated, confident and goal-oriented with a commitment to continuous improvement.
- Availability for weekday, weekend and evening hours of work.

## We Offer

- A positive, encouraging, and team-oriented work environment.
- Fun staff events and team building functions.
- Opportunity for career growth through training and personal development.
- Employers who understand the importance of a healthy work-life balance.
- Competitive wage.

If you think you are the motivated individual we are looking for, please submit your resume and cover letter by email to [cameronhomes@cameronhomes.ca](mailto:cameronhomes@cameronhomes.ca) using the subject line "Sales Assistant" by February 4, 2019.

We thank you for your interest in joining the Cameron Homes team, but please note that due to a high volume of qualified candidates only applicants moving to the interview stage will be contacted.