

# MAGNUM

## SALES COORDINATOR

### About Magnum Projects Ltd.

Founded in 1991, Magnum Projects set out to elevate real estate project marketing. Our goal was to couple bold creative vision with innovative marketing strategies, providing each project with a unique pathway to success. Today, we command the largest market share in real estate project marketing and sales on Canada's West Coast, and the projects we champion are among the most prominent and prestigious in BC's Lower Mainland.

### About the Role

As the Sales Coordinator, you will work independently and with a team to join our on-site based environment. This position will provide support to the onsite sales team and ensure smooth daily operations of the Presentation Centre.

### Duties and Responsibilities

- Ensure smooth daily operations of the Presentation Centre.
- Handle project-related inquiries by email and phone.
- Provide support to the on-site sales team and update the CRM database.
- Collect deposits and audit incoming contract deals. Follow up and communicate with Developers to provide reports and inventory counts.
- Create courtesy and closing letters and distribute them via mail and email.
- Facilitate communication between Lawyers, Homeowners, Realtors, and Developers.
- Document & flag problematic units – coordinate between Developer & Lawyers.

### Skills and Abilities

- Excellent attention to detail.
- Ability to prioritize work and manage time effectively.
- Strong customer service and communication skills.
- Interpersonal skills
- Proficiency in MS Office, including Mail Merge and creating Excel worksheets.
- Experience with Lasso or a similar CRM (preferred but not mandatory).
- Ability to make quick decisions.
- Troubleshooting skills.
- Ability to multi-task and work under pressure in an ever-changing working environment

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## Education and Experience

- Customer service and office work experience is an asset
- Previous experience as a sales coordinator is desirable but not required.
- Proficiency in Mandarin and Cantonese is considered an asset.

## Compensation and Benefits

- Competitive salary based on experience
- Opportunities for personal and professional growth

## How to Apply

Please email [careers@magnumprojects.ca](mailto:careers@magnumprojects.ca) with your resume and cover letter, noting **Sales Coordinator** in the subject line. We will handle your application with the utmost confidentiality.

We thank all applicants for their interest, however only those selected for an interview will be contacted.