



The Tricar Group is an award-winning developer leading the way in Southwestern Ontario as the premiere high-rise builder. We are passionate about our company, our work and our commitment to delivering outstanding condominium homes and rental apartments while delivering the highest level of customer service.

We are currently looking for a

Client Relations – Condominium Sales Assistant

to join our growing team!

The Tricar Group is looking for a dynamic individual to join the Condominium Sales and Client Relations Team in London, ON. Reporting to the Condominium Sales Manager you will provide exceptional customer service to new condominium purchasers throughout the sale process while providing administrative support to the Condominium Sales Manager. This is a very exciting opportunity for an enthusiastic, positive, and high energy individual who wants to be part of our growing team.

Key Relationships:

- External clients (condo buyers)
- Sales team members
- Client Relations Manager
- Client Relations Representatives

Works With:

- Outside Sales Agents
- Marketing Team
- Manager, Corporate Administration

Responsibilities include:

- Provide administrative support to Sales Manager
- Handle all administrative operations of the sales office / showroom and model suites
- Assist with exceeding strong inside sales / lead generation / sales target goals
- Provide exceptional customer service to all potential condominium homeowners
- Support all sales by providing administrative support during the sales process
- Provide support to Sales Manager, Marketing Team, and Manager of Corporate Administration in developing marketing materials and ad campaigns including grand openings / open houses / special events / marketing strategies for condominium projects
- Assist Client Relations department as needed



Skills Required:

- A degree in Business, Administration and/or Business Real Estate would be an asset
- Be well organized and confident with the ability to plan and prioritize work, meet deadlines, and work in a fast-paced environment
- Strong (minimum intermediate level) computer skills using Microsoft Office (excel, word, powerpoint, outlook) and the ability to learn and adapt to new software programs
- A passion for providing the highest level of customer service
- Proven ability to both multi-task, prioritize and work effectively while under pressure in a fast-paced, ever-changing, and unpredictable environment
- Exceptional communication and relationship building skills
- Strong comprehension in real estate including legal, financial aptitude an asset
- Sales experience, and contract knowledge an asset
- High degree of maturity, professionalism, sensitivity, and discretion in handling and maintaining confidentiality of strategic and private information
- Enthusiastic, friendly, and high energy with demonstrated client-service orientation
- Self-motivated with ability to work well in a team and independently
- Ability to establish credibility, trust and build relationships with people at all levels of the organization
- Ability and willingness to learn and grow professionally
- Continuous updating of job knowledge by participating in education opportunities, reading professional publications, maintaining professional networks and participating in professional organizations
- Weekend work is required in addition to occasional evening work as well as some travel within SW Ontario with use of your personal vehicle

You will work with an award winning, reputable company in a positive team environment and have the opportunity to forge a very rewarding and long-term career.

We thank all applicants in advance for their interest. Those who meet the above requirements will be contacted for an interview.

Applicants are asked to submit a resume and cover letter to lpepe@tricar.com