

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	ADMINISTRATIVE ASSISTANT
JOB NUMBER	3116
NUMBER OF POSITION/S	1
NOC CODE	1411
CLOSING DATE	2018-01-22
LOCATION	Winnipeg, MB St. Boniface
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	TBD
HOURLY WAGE RANGE	TBD
WAGE DETAILS	Company offer competitive compensation packages including group benefits and RRSP matching programs.
JOB TERMS	Full time
JOB DESCRIPTION	The Administrative Assistant is responsible to assist with daily sales operations within the office and the coordination of various documentation with regard to the purchase and construction of Ready To Move homes. The Administrative Assistant will also provide exceptional customer service to new and existing clients through all stages of the buying process.
JOB DUTIES	<p>Key Accountabilities:</p> <ul style="list-style-type: none"> - Assist with the completion of project files; obtaining quotes, processing change orders and forwarding of purchase applications to the Credit Manager. - Database maintenance including prices list updates and distribution to the sales team. - Monitor Show Homes to ensure cleanliness and adequate stock of brochures and business cards. Report required maintenance issues and monitors completion. - Keep accurate records of staging and décor items in each home. - Coordinate customer appointments for interior design consults and walk through inspections. Maintain appointment calendar and track changes. - Follow-up with customers regarding color selections for garages and sheds and relay information to the Production Department and Sales Consultant. - Update and maintain display of floor plan brochures. - Provide general administrative support, ranging from drafting correspondence, ordering business cards and other sales promotional items and providing reception coverage.
QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none"> - High School Diploma or equivalent is required. - 2-3 years of administrative experience is required. - Administrative experience in a sales environment or experience in residential construction

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QUALIFICATIONS, REQUIREMENTS & SKILLS	would be considered an asset. - Fully proficient with Microsoft Office programs (Word, Excel, Outlook and PowerPoint) is required. - Strong communication skills and customer service orientation. - Self-motivated and highly organized with excellent time management. - Drivers Licence and access to a reliable vehicle.
OTHER DETAILS	Working Conditions: This position works primarily in an office setting during regular business hours. The position will be required to work within the Show Home Neighbourhood adjacent to the office on a regular basis and occasionally within the RTM building compound located across the street.
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate the job number and the title in your application.
JD	Cheryl Simoens