

# JOB POSTING

## Purchase Consultant

**Options for Homes** is dedicated to making high quality homes accessible to the greatest number of people seeking the security and economic prosperity that comes with ownership, while strengthening the social fabric of cities by creating vibrant condo communities. From the first development in Toronto's Distillery District, Options' organizations have created homes for over 6500 households using a unique housing model. Options is at the forefront of Canada's social enterprise movement contributing to a world where wealth is better managed for the benefit of people and the planet.

In this role you will be key to the delivery of Options' mission and organizational objectives by serving as an in-house realtor selling condos for the Humber Development. The position is paid hourly and provides sales support to the Director of Sales and Marketing as needed to extend excellent customer service at events or in the office to all clients of Options for Homes.

### Key Responsibilities:

- To meet with potential buyers, assess their needs and assist qualified prospects with the purchase of a new home – either at head office or at a sales office in the vicinity of the development being sold
- Secure the completion of an agreement of purchase and sale between the member and the co-operative
- Booking/rescheduling appointments with prospects, clients and/or purchasers
- Provide advice and information to prospects and members of the co-operative on the following: The members' information package; Floor plans for the suites; The cost of purchasing and maintaining a suite; The re-development plans for the neighbourhood; The co-operative's timetable; Suite upgrades; Parking and lockers
- Filling in all necessary documents completely, legibly and in a timely fashion, achieving 90 % accuracy
- Liaising with banks as necessary to help potential purchasers secure financing
- Updating the pin status/lists in the Options database system
- Distribute price lists and suite affordability sheets when requested
- Check the reservations against the pin chart and contribute to the maintenance of an accurate pin list
- Monitor and review files in the 10-day cooling period – a shared responsibility
- Handle phone and e-mail inquiries about Options for Homes developments
- Process restorative work related to changes and switches in suites
- Co-ordination with other departments in the office on combined tasks (administrative or otherwise)
- Provide backup for reception on a rotating schedule

### Qualifications:

- Post Secondary degree or diploma in Business (Marketing)
- 5 – 7 years of working experience in the fields of marketing, sales or office administration (preferably in real estate development)
- Bilingual in English & Mandarin is preferred

### Skills & Other:

- Demonstrated ability to close sales
- Effective working skills in MS Office
- Strong attention to detail and effective deadline management skills
- Strong team player in an office setting
- Flexible hours are available. (A regular working schedule would be 11 am - 7:30 pm, Monday to Friday)
- Access to a vehicle is ideal as some travel in the GTHA will be required

Please submit cover letter and resume stating interest in the position to: [careers@optionsforhomes.ca](mailto:careers@optionsforhomes.ca)

Options is an equal opportunity employer and values diversity, encouraging applications from all qualified individuals. If you are contacted regarding an Options opportunity, please advise if you require any accommodations.