



## **Sales Assistant (Part Time)**

At Claridge Homes, we are dedicated to quality and craftsmanship without compromise. Located in Ottawa, ON, we pride ourselves on providing a healthy, diverse, and balanced work environment. Working with a team of over 250 Full time employees, top contractors and professionals we have built more than 8,000 Tarion certified homes, 4,000 condominiums and several retirement homes totalling 500 suites. We have grown to become Ottawa's largest land developer because each project we strive to provide maximum value and customer satisfaction.

We are currently seeking Sales Assistants for our West End and South End locations. (Part Time: weekends and occasional evenings)

Reporting to the Sales Agent, the Sales Assistant will:

- Greet clients and welcome them professionally to Claridge Homes
- Ensure models and sales office are in presentable order and good condition before opening and before closing.
- Present marketing materials to prospective buyers
- Answer calls and respond to emails in regards to the properties
- Redirect prospective buyers to the Sales Representatives

Knowledge Skills and Abilities:

- Sales or customer service experience is required, preferably in new home sales.
- Strong communication skills an asset.
- Must be proficient in Microsoft Office, including Word, Outlook, & Excel
- Independent, enthusiastic and hardworking individual with excellent interpersonal and communication skills
- Well organized, detail oriented and the ability to multi-task and coordinate various activities

Please send applications to: [HR@Claridgehomes.com](mailto:HR@Claridgehomes.com)

Claridge Homes is committed to being an Equal Opportunity Employer. Please advise in advance if you require any accommodation during the application or selection process. Any information you send us will be handled professionally, respectfully and in complete confidence.

While we thank all candidates for their interest, only those selected for further consideration will be contacted.