

# AREA SALES MANAGER – SINGLE FAMILY

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Genesis Builders Group - Calgary, AB

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**September 2019**

## Company Overview

Genesis is a Calgary based award-winning land developer, creating innovative and successful communities in the Calgary Metropolitan Area, and is also a residential homebuilder through its subsidiary Genesis Builders Group. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all, we value integrity.

*Position Title:*     *Area Sales Manager*  
*Reports To:*       *Sales Manager*  
*Job Type:*         *100% Commissioned – Contract*  
*Location:*         *Airdrie and Calgary, AB*

The Area Sales Manager is an integral part of the Genesis Sales team. The successful candidate will have an established track record in new home sales, be technically proficient, and flexible with taking on, learning, and adjusting to all new tasks assigned. This is a contract project based position.

## Role Responsibilities

- Lead the Sales Program in the assigned area/community.
- Provide accurate and complete information to the prospective purchasers of homes, including information regarding the Corporation, showing of lots and/or show homes.
- Review purchase agreement requirements, blue prints, materials, products and services, checking homes under construction for errors and liaising with bank representatives/mortgage brokers when required.
- Follow strict compliance with FINTRAC requirements including completing all FINTRAC forms on all sale transactions and whenever required.
- Assist in product development, market research and competitive analysis for the assigned area.
- Provide required marketing information on the area on a timely basis
- Track sales activity in the designated area.
- Keep apprised of current community events, services and programs to assist potential purchasers in purchasing homes in assigned community.
- Other duties as assigned by the Sales Manager.

## Competencies and Skills Required:

- Minimum of three (3) years of experience in new homes sale with proven track record.
- Highly motivated to lead the sales program and enjoy working in a high-paced sales office.
- Good organizational skills with the ability to get things done according to timelines provided.
- Exceptional customer service with a focus on achieving results.

### *Working Conditions*

- Work normally requires high level of effort in organizing, writing and reviewing requests and reports.
- Work frequently requires periods of low to moderate level of physical effort in walking, climbing, lifting, plus manual dexterity.
- Hours of Work: Show home hours, 5 days per week (3 days during week 2- 8 pm, 2 days on weekends 12-5pm) plus additional time as necessary to complete job.

### *Additional Notes*

All interested and qualified applicants please apply by sending your resume to Human Resources Department at [careers@genesisbuilds.com](mailto:careers@genesisbuilds.com) with the subject line “Area Sales Manager – Single Family”.

*We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.*