



## Job Posting

**Title:** Host/ Administrator

**Company:** CaraCo Group of Companies

**Location:** Gananoque, Ontario

**Status:** Full Time (Summer Only)

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### Purpose

This position is responsible for the sales centre and its internal and external client relations. They must always maintain a welcome atmosphere and professional appearance of the sales centre.

### Key Responsibilities

- Open and close sales centre.
- Acknowledge and greet clients.
- Check and manage email accounts.
- Answer phone promptly, transfer phone calls, take messages and respond to voicemails.
- Register clients, update client contacts information, prepare and send the daily report including sales and traffic summaries for the day.
- Present development to clients using touch screen technology.
- Provide basic knowledge and answer questions regarding the condominium project.
- Accept and sign for packages, arrange for courier pickups and distribute mail.
- Maintain a clean, full stocked and well -organized work area.
- Prepare the agreement of purchase and sale along with any applicable amendments that are in addition to the agreement.
- Process and record cheques and mortgage approvals.
- Process and track rescissions.
- Prepare the agreement to co-operate for outside agents, ensuring the commission percent is correct.
- Maintain accurate sales files and copies of everything pertaining to each transaction both electronically and physically.
- Record all pertinent information for each transaction and manage the Price List and Closing.
- Coordinate sales events by preparing marketing materials, RSVPs, and other prep work as may be required.
- Report to reflect current project status at all times.
- Follow up with Purchaser/Agents for any outstanding cheques and mortgage pre-approvals.
- Tracking and implementing price increases.
- Update Feature sheet to reflect status of the project.



- Set up and organize presentations and events for sales.
- Mass mailing to the purchaser to keep them updated regarding the project.
- Maintaining a site deficiency report, following up to ensure items are fixed (no burnt out lights etc.)
- Maintain services (internet, Toshiba printers, touch screen tv's, Info package inserts)
- Maintain timesheets and work schedules for everyone working in the office.
- Coordinating with the Developer as required, fulfill any requests they may require.
- Coordinate with the marketing and P.R companies as required.
- Organize marketing floor plans for inventory and efficient package making and ordering floor plans.

### Qualifications

- The ideal candidate will be detail-oriented and have ability to multi-task.
- Perform efficiently and productively in a fast-paced environment.
- Exhibit enthusiasm and possess excellent customer service skills.
- Skilled with technology and comfortable with Mac or PC Computers; Excel including formula's, Microsoft Office, Word, Printers and Copiers.
- Comfortable using Smart Phones, Social Media and Touch Screen Presentations.
- Enjoy working with people and possess a friendly and outgoing personality.
- Excellent communication skills and punctuality are vital.
- Knowledge of Gananoque and the surrounding area is required.

### Working Conditions

- This position involves the risk of prolonged sitting and repetitive strain injuries.
- Available to work a schedule of 3-4 days per week, weekends are mandatory. Hours are 11am to 5pm weekends, 10 am to 5pm weekdays. Closed statutory holidays.
- Must be able to commute to the sales centre in Gananoque for the duration of the contract.
- Contract will run from April 16 to September 20, 2019.

If you are interested in this opportunity, please forward your resume to [employment@caraco.ca](mailto:employment@caraco.ca)

CaraCo would like to thank all applicants, however only those who qualify for an interview will be contacted.  
CaraCo is an equal opportunity employer.

CaraCo welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidate taking part in all aspects of the selection process.