



COMPANY: Edenshaw Management Limited	LOCATION: Mississauga, ON
TITLE: Coordinator, Sales Administration	JOB TYPE: Full-Time / Permanent
REPORTING TO: Manager, Sales Administration	CONTACT: careers@edenshaw.com

SCOPE

The Coordinator, Sales Administration supports the Manager, Sales Administration with a wide range of administrative support, day-to-day oversight and data administration to facilitate efficient, accurate and timely sales operations and reports.

RESPONSIBILITIES

- General clerical duties including photocopying, printing, scanning, and filing
- Maintain electronic and paper-based files
- Monitor, track and follow up with pending files, amendments, cheques, outstanding file issues, past due deposits, mortgage approvals, rescission documents, and Broker Co-Op Agreements
- Implement administrative training and follow-up with new hires
- Support third-party sales administration team
- Monitor and track all sales-related information including sales deposits and agent commissions, etc.
- Prepare and monitor legal transmittals and distributions
- Perform periodic file and deposit audits to guarantee the integrity of the departments' data and reports
- Assist with set-ups, interim and final closing of projects
- Prepare different forms of communication with purchasers
- Prepare and maintain detailed procedure workflows and process documentation
- Manage the admin@projectname.com email accounts
- Export relevant data from the Sales Platform and other sources to create consolidated information for reporting purposes
- Produce sales reports and dashboards
- Perform industry research when required

SKILLS

- Communication - Strong interpersonal skills and ability to communicate information both written and verbally
- Self-motivated and ability to work under pressure and meet deadlines
- Strong organizational skills with an ability to prioritize tasks
- Diligence and accuracy
- Strives to understand contributing factors and works to resolve complex situations
- Finds efficient and innovative ways to overcome challenges
- Anticipates critical issues and requirements to help set appropriate business objectives
- Process oriented; optimizes resources to make processes more effective
- Be open to new skills and responsibilities as the company continues to grow; provides insights and solutions to problems



- Work with a lens for customer service (empathy, adaptability, patience, self-control etc.)
- Ability to work collaborative within a team and across all functions
- Proactive - acts without being told and puts in the extra effort

QUALIFICATIONS

- Diploma in Business Administration, Accounting, or related field
- Proven work experience as a Sales administrator, Sales support agent, CRM administrator or Real estate administrator
- Experience in similar roles, related to supporting a sales team
- Proficiency in CRM software, MS Office with advanced Excel skills, MS Teams, or equivalent project management system
- Proficiency in data management and document management
- Experience within the Real Estate industry is preferred

INCLUSIVENESS

At Edenshaw, we are committed to fostering an inclusive, accessible environment, where all employees and customers feel valued, respected, and supported. We are dedicated to building a workforce that reflects the diversity of our community in which we live and serve. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, or accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.