



### **About Morningstar Homes:**

At **Morningstar**, we pride ourselves on building with purpose. Morningstar is an associate of Polygon Homes Ltd., one of the leading homebuilders in British Columbia. Since 1980, Polygon and its associate companies have built more than 34,000 homes of distinction throughout the Lower Mainland earning the trust of thousands of families by committing to quality design, sound construction, and exceptional customer service.

We value integrity, trust, and 'doing the right thing'. Our team of bright, motivated, and hard-working employees is really what makes Morningstar such a great place to work, and we truly believe in investing in our teams and in the communities in which we build. Come join one of British Columbia's top real estate companies!

### **About the Role**

**A New Home Sales Hostess** is responsible for welcoming visitors to a show home or sales center and creating a positive first impression for potential home buyers. This role supports the sales team by greeting guests, providing basic information about the community or homes, and ensuring the presentation center is organized and inviting.

### **Responsibilities:**

- Greet and welcome visitors to the show home or sales center in a friendly and professional manner
- Register guests and collect visitor information for the sales team
- Provide a brief overview of the development, available homes, and amenities
- Maintain the cleanliness and presentation of the show home or sales office
- Offer brochures, marketing materials, and direct guests to the appropriate sales representative
- Manage visitor sign-in systems or guest logs
- Answer general questions about the community and direct detailed inquiries to sales staff
- Ensure safety and security of the show home during open hours
- Assist with opening/closing duties – signage & balloons

### **Qualifications:**

- Excellent customer service and communication skills
- Friendly, welcoming, and professional demeanor
- Strong organizational and multitasking abilities
- Comfortable interacting with the public
- Basic computer skills (for visitor registration)
- Previous hospitality, retail, or customer service experience is an asset

### **Key Traits for Success:**

- Approachable and personable
- Professional appearance
- Reliable and punctual
- Detail-oriented
- Team-oriented with a positive attitude

### **Work schedule and pay range:**

- Wednesday and Thursday (occasional weekend), 11:30AM to 6PM, \$20 per hour

Join us in shaping the future of our industry while building a rewarding career with Morningstar. If you have an interest in this position, please send your cover letter and resume to [careers@mstarhomes.com](mailto:careers@mstarhomes.com). Please include "**New Home Sales Hostess**" in the subject line.

We thank all applicants for their interest and will only be in touch with shortlisted candidates.

**Recruitment agencies:** We do not accept unsolicited agency resumes and we are not responsible for any fees in relation to unsolicited resumes.