



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

Morningstar is looking for a full-time **Sales Coordinator** to work in our Abbotsford sales office.

Responsibilities:

- Must live nearby and have a passion for being part of the Abbotsford community
- Working with our on-site Sales team to build rapport and create excitement with visitors, nurture relationships with Realtors, help prospective purchasers select a Morningstar home, and generally assist in supporting the sales process
- Managing the relationship with our purchasers from the day of purchase to the day we welcome them to their new homes, which includes facilitating paperwork, data management on our customer relationship management system, selection of upgrade options, and more
- Ensuring that our 'Morningstar Perfect' presentation standards are met throughout our sales office and display homes and coordinating the daily operations of a sales office
- Reporting on daily and weekly sales metrics
- Hosting of special events
- Being an ambassador of our brand
- Additional duties as required

Requirements:

- Ability to generate excitement and garner trust
- Ability to interact and communicate professionally – both orally and in writing – with a wide variety of people
- Strong administration and computer skills
- Ability to multi-task and adapt easily to different paces, personalities, and tasks
- Natural positivity
- Real estate experience is a strong asset
- Office hours include both Saturday and Sunday, with scheduled days off during the week

Salary range: \$40,000 to \$55,000 / per year

As a leader in the industry, we offer competitive salary and benefits packages, coupled with a reputable corporate culture that fosters growth and collaboration.

Benefits include:

- Extended dental, health, and vision benefits
- Health and wellness spending account
- Employee and Family Assistance program (EFAP)
- Group life insurance benefits
- RRSP contribution
- Vacation pay
- Learning and development support

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. Please include "**Sales Coordinator**" 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.