

Bedrock Realty Advisors, Inc.

Date	April 22, 2022
Job Competition #	
Closing Date	May 10, 2022
Apply to:	John Savard
Via Mail:	
Via E-mail:	john.savard@bedrockrealty.ca
Via Fax:	
Note:	

Position Title: UNLICENSED SALES ASSISTANT	Reports to:
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FUNCTION

Bedrock Realty Advisors is currently offering an excellent career opportunity for an UNLICENSED SALES ASSISTANT.

In Bedrock, our system is different. The brokerage invests heavily in generating leads for the associates so that the associates concentrate on closing the leads rather than spending time prospecting. This is made possible by the digital investments we made to drive prospective clients to our site. To this end, we need an assistant to: support the back-end management of leads, maintain our databases, do research, put together packages for clients and set-up appointments and meetings.

RESPONSIBILITIES

1. PREPARING LEASE PACKAGES

- Compiles data, statistics, and other information to support research activities. Clients have different needs and meeting those needs based on office space availability in the market require research, diligence and creative problem solving.

2. DATABASE AND PROJECT LEAD MANAGEMENT

- Manages our leads generation supply chain flow. This includes optimizing our current lead generation systems and improving triage and workflow to Bedrock Associates.

3. NEW BUSINESS DEVELOPMENT/LEAD GENERATION

- Schedules and confirms appointment and meetings. Creates and executes pipeline of leads for associates.

QUALIFICATIONS

Desired qualifications include:

- Good with computers
- Great oral and verbal communication skills
- Previous sales experience is preferred.
- Top tier fluency in English, (i.e. can understand legal contracts with ease)

QUALITIES OF THE IDEAL CANDIDATE:

- Thrives in a fast-paced environment. Believes in AGILITY, but does not succumb to pressure.
- Highly organized and detail oriented. Displays accountability and meets deadlines.
- Client-centred. Must be willing to go the extra mile.
- Diligent, accurate, consistent, and reliable
- Loyal
- Ambitious and one who has long-term plans.

OTHER

Bedrock Realty Advisors, Inc. offers an exceptional work environment (located at The Edison and a compensation package which includes base salary + bonuses.

For consideration, send resume and cover letter to: John Savard –

john.savard@bedrockrealty.ca