

Sales Manager (Bilingual)

Promenade Seniors' Suites & Retirement Residence, a community of Alavida Lifestyles located in Orleans, is currently seeking a Sales Manager. Join a welcoming, skilled, passionate and driven team that aspires to make a difference in the lives of our residents. Responsibilities of the Sales Manager include, but are not limited to, the following:

Responsibilities:

- Actively build relations within the Orleans community, creating business partnerships and opportunities to engage with our target audience, as well as establish Promenade as the leading seniors' community.
- Manage the sales process and maintain customer profiles/data using a Customer Relations Management system.
- Provide an exceptional and memorable experience for potential customers.
- Ensure weekly and monthly sales targets are met, as well as work with the Director of Sales on establishing measurements and ways to achieve results.
- Prepare and present sales reports at team meetings.
- Attend sales events, tradeshow, media and community opportunities as required.
- Processing and ensuring accuracy of all rental agreements/leases.
- Demonstrating timely responsiveness via emails, phone calls, etc., including follow-up communication with potential customers.
- Perform competitive analysis' and an in-depth understanding of the retirement market.
- Adapting to new role requirements as necessary.

Skills and Qualifications:

- Positive, proactive, professional, approachable, service-oriented with articulate communication skills
- Exceptional organization and time-management skills with emphasis on prioritizing and goal-setting
- Ability to research and analyze customer data
- An interest and passion for working with seniors
- Proficiency in Microsoft Office Suite and willingness to learn new software, experience with CRM software is an asset
- Ability to multi-task and work under pressure to meet deadlines and targets
- Bachelor's Degree preferred
- Bilingual English and French

Duties and hours of work shall be determined by the Employer and may vary from time to time. Regular working hours are 9am to 5pm, Monday through Friday, with some weekend shifts and possible flexibility. There may be occasions during events when attendance will be required weekends and holidays.

Job Type: Full-time

Experience:

- Sales: 1 year (Required)