



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Sales Administrator

<b>Job ID</b>	<b>DE-34-E9-CA-5E-B4</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=DE-34-E9-CA-5E-B4">https://careers.indigenous.link/viewjob?jobname=DE-34-E9-CA-5E-B4</a>	
<b>Company</b>	The Daniels Corporation	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2020-09-22	To: 2020-10-07
<b>Job</b>	Type: Fixed-term	Category: Office
<b>Job Start Date</b>	October 19, 2020	
<b>Languages</b>	English	

### Description

The Daniels Corporation builds with a passion for creating vibrant communities in every sense of the word. Daniels looks beyond the bricks and mortar, including social, cultural and economic infrastructures that will create a unique sense of place. This commitment has been an integral part of Daniels's corporate philosophy for over 35 years. Daniels has built more than 30,000 award-winning homes and apartments, master-planned mixed-use communities, and commercial and retail spaces, and has earned its standing as one of Canada's largest and preeminent builder/developers.

The Daniels Corporation is actively searching for a Sales Administrator for a one-year contract. The incumbent who reports to the Manager of Sales Administration and Director of Sales Administration will provide excellence in sales administration and resolve customer concerns through various resources.

#### Responsibilities:

##### Document Preparation

- Responsible for creating and distributing to Purchasers the Occupancy Information Package
- Distribute agreements, prepares mutual release documentation, prepares assignments and amendment paperwork for execution
- Maintain and update Distribution lists, for example, Master Site Closing list, Utility list, Default/Termination list, etc.
- Prepare cheque requisitions as assigned by the Director
- Prepares and updates default and termination binders when needed
- Prepares documents for setting up a new project through liaison with Data Manager.

##### Correspondence with Purchasers and Sales Offices

- Responsible for mailouts, receive and follow-up on calls from Purchasers inquiries

##### Sales Launches

- Assist in setting up of training boardrooms and instruction of temp staff involved with sales launch
- Participates in major sales by writing deals and participating in distribution, if required
- Assist with the uploading of Schedules and documents to the Database as needed

##### Database Integrity

- Ensure any modifications to documents adhere to TDC policy and FINTRAC guidelines
- Assist with training staff on any new developments and procedures on the operation of the Database

##### Communication and Meetings

- Attend meetings, provide feedback and recommendations on ways to improve the electronic APS and Distribution
- Assist with contacting and liaison with different departments, etc. on different aspects of the Electronic Distribution system as required

##### Reports and Cheque Issues

- Update Outstanding Items List, assigned by project
- Forward NSF notification and ensure cheque issues are resolved

##### General Administration

- Perform general admin duties; file, prepare memos, draft letters (e.g. Default/termination letters)
- Respond to emails from our lawyers and different departments
- Prepares and distributes weekly Master Site Closing list
- Special tasks as assigned by Director
- Assist with supply ordering, ordering and sending files to Iron Mountain
- Assist with key release and distribution list for key release
- Responsible for cabinet organization
- Oversee the updating of various lists
- Create, distribute, and review various reports
- Follow-up with Sales for verification, confirmation, and additional detail when needed
- Provide coverage for Sales Administrator as required
- Assist with training and supervision of temp administrators and/or staff involved in sales
- Help set up training sessions and training for Sales Office, writers and ASO's

### Education Requirements

College or university degree or diploma preferred

**Essential Skills**

Excellent attention to detail

Highly motivated and self-starter

Candidate must have a sense of urgency

Solid Microsoft Office computer skills is required with a focus on Word and Excel

Strong interpersonal skills and ability to work as a team is essential

Strong organizational, analytical and problem-solving skills is required

Ability to travel within the GTA as required

**Work Environment**

Office setting located in downtown Toronto

**Additional Skills**

Experience in training adults an asset

Knowledge or familiarity with legal documents would be an asset

Legal background is an asset

**How to Apply**

If you are interested in this position, or know of someone who is interested, please forward your submission to Denise Plamenco, Generalist, People and Culture, at [dplamenco@danielscorp.com](mailto:dplamenco@danielscorp.com) by October 7, 2020.

The Daniels Corporation welcomes and encourages applications from people of all disabilities.

Accommodations are available upon request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest in this position, however only applicants selected for an interview will be contacted.