JOB DESCRIPTION

| **Title** | ADMINISTRATIVE SALES ASSISTANT | |
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| **Reports To** | [INSERT TITLE] | |

**Job Purpose**

The Administrative Sales Assistant supports the day-to-day operations of [Organization Name]. This role ensures efficient office operations and assists in tenant support and internal coordination.

This position also involves a strong sales focus. The assistant responds to leasing inquiries, promotes the community to prospective residents, and helps present the unique living experience [Organization Name] offers.

**Duties and Responsibilities**

Specifically, this position entails, but is not limited to:

* Greet visitors and respond to phone, email, and in-person inquiries
* Handle daily cash duties including petty cash management
* Support departmental reporting and internal communications
* Maintain resident leases, billing, and internal records
* Provide administrative support to the Executive Director
* Coordinate and conduct tours of the residence
* Follow up on inquiries and enter data into CRM
* Assist in creating promotional material and tour packages
* Support residents with information and issue resolution
* Act as liaison for guests, families, and homecare staff
* Organize office and manage supplies inventory
* Attend and take minutes at staff meetings
* Respond to emergencies and prepare incident reports
* Operate the MiAlert emergency and Alpha phone systems
* Perform general reception and administrative tasks
* Represent [Organization Name] professionally at all times
* Perform other duties as assigned

**Qualifications**

* Secondary School or General Education Diploma (GED) is required.
* Post-secondary education in business administration or related field is an asset.
* A minimum of 2 years experience working in an administrative or customer-facing position.
* Strong knowledge of and proficiency in Microsoft Office programs.
* Experience with data entry and CRM software.
* Experience handling cash and managing petty cash is required.
* Working expertise in general office equipment and systems.
* A clear city/provincial police check and vulnerable sector check is required.

**Core Competencies**

* Professional and clear communication
* Strong decision-making skills
* Ability to multitask and stay organized
* Positive attitude and team collaboration
* Resourceful and proactive approach

**Working Conditions**

* On-site, full-time position at [Organization Name] in [Insert location].
* The standard workweek for this position is [insert #] hours.
* The standard business hours for this position are [insert core hours].
* Business attire required
* May require occasional evening or weekend coverage.
* Fast-paced environment with frequent interruptions.