



Title: Sales Manager (Communities)

Location: Edmonton Regional Office, 3203 93rd Street NW

At Qualico Communities, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Director Sales and Marketing, as the **Sales Manager (Communities)** you will be responsible for achieving overall development goals of the business unit. You also assist in the development of strategic planning and improvement of business processes and tools.

Your day-to-day responsibilities will include:

- Managing, developing and providing guidance to the Sales and Administrative support team.
- Representing Qualico and fostering positive relationships with builder partners and industry associates.
- Overseeing reporting pertaining to monthly sales and land under development.
- Overseeing and managing the collaboration process for sales related budget requirements for new projects. Providing recommendations for builder partners, lot revenues and sale terms.
- Organizing and chairing stakeholder meetings as required.
- Managing the necessary database maintenance and customizations: new reports, modules, specifications and invoices. Initiating and managing development of Sisense reporting dashboards.
- Initiating and collaborating with builder partners and internal teams to provide recommendations for sales incentives. Overseeing the management of the sales incentive approvals, tracking and reporting.
- Tracking sales against yearly projections, inventory and absorption. Collaborating with builder partners and internal teams to provide recommendations for new stages of development.
- Preparing recommendations for annual lot sales, revenue projections and production projections for business planning.
- Managing lot releases or allocations, determining purchase requirements and terms of sale, and creating agreement clauses. Overseeing all aspects of the lot sales transaction processes.
- Tracking, managing and reporting lot inventory, absorptions and supply.
- Preparing market and sales activity reports for investor meetings.
- Conducting market research and preparing market overview and sales activity reports as required. Overseeing damage deposits collection and release/refund processes.
- Overseeing accounts receivables and providing recommended actions for overdue accounts.
- Ensuring complete and accurate data input in LotWorks database.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A creative thinker; you identify new ideas, techniques and opportunities to improve performance and productivity.
- A leader; you develop or improve the skills of others through effective coaching and guidance.

Essential Requirements

- Bachelor's Degree in Commerce, Finance, or related, or equivalent experience is required.
- Minimum 5 years of experience in Sales Management.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Consistently meeting customer expectations.
- Staying current on technical job skills.

Work Conditions

Primarily works in an office setting during regular business hours. Travel to sites is occasionally required. Work outside of regular business hours and overtime may occasionally be required.

About Us

Qualico Communities has been developing award winning neighborhoods and communities for over 60 years and we understand that integrity, quality, partnerships and giving back is important. A leader in real estate development, we put strong vision, planning and resources behind every project. We have designed, facilitated, and built the highest-quality communities across Western Canada and in Austin and Dallas-Fort Worth, Texas working with local governments, builder contractors and residents. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing Date: March 28, 2025

[Apply Here](#)