



## **SALES AND MARKETING ASSISTANT** **(Full-Time, Permanent)**

### **ORGANIZATION BACKGROUND**

Forestview Retirement Residence is a 128-suite retirement home located in the North York (Toronto) area. It is owned and operated by Advent Health Care Corporation and supported by Verve Senior Living.

### **ACCOUNTABILITY OBJECTIVE**

Under the direction of the sales and marketing manager, the marketing assistant is responsible to support the sale of residential suites and assist with the marketing of the residence.

### **BACKGROUND/QUALIFICATIONS**

Minimum of grade 12 secondary school education is required. Previous direct sales experience required, preferably in a service industry. Excellent English communication skills required. A demonstrated interest and ability to work with seniors is essential. Background in public relations, computer literacy, and experience in advertising will be given priority. Must be able to work with Move N software, Word and Excel.

### **KEY RESPONSIBILITIES**

Assists with the sale, information, and the booking of tours, appointments and contact information.

Assists with the development of both new and existing potential resident contracts through a structured contacting and follow-up program as directed by the sales and marketing manager.

Assists with the co-ordination of both internally and externally directed public relations activities.

Conducts meetings and sets up tours and acts as the internal referral source for all sales and marketing contacts and activities. Enters all information in the Move N program.

**Full position description is available on the Advent Health website:**

<https://adventhealth.org/who-is-ahcc/job-opportunities/>

**Interested candidates should complete the online application process at this link:**

<https://applynow.net.au/jobs/VSL10138-sales-and-marketing-assistant-forestview-retirement-residence>

**Application Deadline: Position open until filled**