



Real Estate Sales Administrator Full-Time

Campbell River Region
Campbell River

Friday October 2, 2026

\$21 - \$25/ hour (\$48,000 to \$60,000 per annum)

Company: Seymour Pacific Developments

Website: <https://seymourpacific.ca/careers/>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please apply directly at:

<https://seymourpacificdevelopmentsltd.applytojob.com/apply/Ku59kbH3xu>

Expiry Date:

Friday, October 16, 2026

Details:

The Real Estate Sales Administrator is responsible for coordinating residential real estate sales administration and construction contract administration activities. This role serves as a central point of communication between customers, sales teams, project managers, subcontractors, consultants, and internal departments to ensure an exceptional customer experience and accurate project documentation. The successful candidate will be highly organized, detail-oriented, customer-focused, and capable of managing multiple priorities in a fast-paced residential construction and real estate environment. Your contributions to the team include:

- Administer subcontract agreements, change orders, field work orders, professional service agreements, and related contract documentation.
- Track contract status and ensure all documentation is complete, accurate, and properly executed.
- Maintain contract databases, project records, and correspondence logs.
- Coordinate contract workflows between Project Management, Purchasing, Accounting, and Operations teams.
- Support Accounts Payable with subcontractor invoicing, claims processing, and contract-related inquiries.
- Enter and maintain project information within construction management software platforms.
- Prepare reports, summaries, and analyses related to project and contract activities.
- Attend project meetings, record detailed minutes, and distribute action items.
- Assist project management staff with administrative and operational requirements.
- Prepare correspondence, reports, presentations, spreadsheets, and departmental documents.
- Maintain organized electronic and physical filing systems.
- Act as the primary administrative contact for prospective and current purchasers.
- Maintain accurate records of leads, prospects, customer interactions, and sales

activity within CRM systems. • Support the sales process from initial inquiry through possession and closing. • Prepare and distribute sales-related documentation, information packages, and customer communications. • Support marketing initiatives through coordination of promotional materials • Maintain a professional understanding of available inventory, project specifications, pricing, and community amenities. • Coordinate meetings, appointments, and stakeholder communications. • Ensure company records, databases, and reporting systems remain accurate and current. • Support continuous improvement initiatives through the development and maintenance of administrative processes and procedures. • Assist management with special projects and initiatives as required.

What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary starting from \$48,000 to \$60,000 per annum, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company's benefits program covering: • Employer paid extended health, vision, and dental coverage (including family) • Employee and Family Assistance Program • Employee Referral Program • Yearly health and wellness benefit • RPP eligibility after 1 year • Employee recognition program • In-house professional development opportunities

Why Seymour Pacific? Seymour Pacific Developments is an industry leader in building multi-family homes with unparalleled speed and efficiency. We develop and build over 1000 units a year by leveraging effective teamwork and industry expertise. We offer excellent wages and benefits, as well as a variety of training for employees who are motivated to succeed and want to expand their horizons. Seymour Pacific Developments practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful: • 3+ years of administrative experience in construction, real estate, project administration, sales administration, or a related field. • Exceptional organizational skills and attention to detail. • Strong verbal and

written communication skills. • Ability to manage multiple priorities and deadlines simultaneously. • Customer-service-oriented with strong interpersonal skills. • Ability to work independently while collaborating effectively with cross-functional teams. • Knowledge of contract administration processes considered an asset. • Advanced proficiency with Microsoft Office Suite. • Experience using CRM software. • Experience with construction management software and document control systems. • Understanding of residential construction processes considered an asset. • Ability to read construction drawings and specifications considered an asset.
