



# Job Posting

**Position:** Sales Consultant (Retirement Living Consultant)  
Chartwell Retirement Residences

**Location:** Ottawa, Ontario

The Sales Consultant role at a Chartwell Retirement Community is an exceptional opportunity for an enterprising, self-directed Sales professional who brings demonstrated experience in sales, a sense of urgency and a drive for results, and who genuinely enjoys interacting with seniors and their family members. Please note: the title of Sales Consultant has been changed internally to Retirement Living Consultant.

This particular position offers the unique opportunity to be the Retirement Living Consultant for two residences: Rideau Place and New Edinburgh Square. The successful candidate will work closely with the existing Sales Consultants at each of those residences to coach and mentor improved sales acumen and closing skills. Both of the residences offer a range of living and care options to ensure residents' needs can be met with convenience, flexibility and peace of mind. Living options include independent living apartments as well as independent supportive living suites.

The responsibilities of this position include but are not limited to:

- Leverage Chartwell's consultative sales process to help seniors and adult children make informed decisions when choosing a retirement residence;
- Drive occupancy levels and meet or exceed established sales targets;
- Manage telephone inquiries and convert to personal visit bookings;
- Conduct personal visits, follow up on leads, close sales through lease signings;
- Track sales activity in our CRM database and analyze reports to identify sales trends specific to the community and residence;
- Drive referrals and traffic, with the cooperation of the site Sales Consultants, to:
- Create, retain and grow a portfolio of strategic networking partnerships with the local healthcare community and within the community at large;
- Build a qualified lead database;
- Coach and mentor proven closing skills with fellow Sales Consultants.

The ideal candidates will possess:

- Proven experience in a consultative sales role;
- The ability to successfully follow an established sales process, including prospecting and closing sales transactions;
- Empathetic and caring interpersonal customer service skills;
- Ability to network, multi-task and promote services;
- Confidence to share knowledge with co-workers and assist them to improve their individual sales skills;
- Effective communication skills;
- Knowledge of the surrounding area and communities, valid provincial driver's license and access to a vehicle;
- Computer literate with knowledge of related software programs;
- Flexible hours (evenings, weekends) may sometimes be required;
- Bilingual in French is a preferred asset, but not mandatory.

**Please do not apply directly to Chartwell or to the individual Retirement Residences mentioned in this posting. Recruitment services for this position are being provided by Greenhouse Recruitment.**

**Greenhouse welcomes all qualified applicants, however we will only be contacting those individuals who we wish to interview.**

**To apply for this position please e-mail your resume to [careers@greenhousemarketing.ca](mailto:careers@greenhousemarketing.ca)**

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