

Junior Sales Associate

What You are Getting Into:

Whitney & Company Realty Limited is looking for a friendly, highly-motivated and efficient individual to be our next Junior Real Estate Analyst. You will have the opportunity to work with a dynamic team of people that are running at “Mach 5” most of the time. When not running so quickly, they are very social creatures and love to get together and celebrate the team environment that is Whitney & Company.

If you think you could be a fit with our culture and would like the opportunity to take this role to the next level (Sales Agent), we would love the opportunity to interview you.

What to Expect at Whitney

- Attitude and Effort will help you succeed here
- We care about our clients
- We show respect to each other
- We think big
- We test ourselves
- Everyone here pushes a broom
- Everyone here wears a lot of hats
- We all take initiative
- We communicate
- We're one big awesome team

Key Accountabilities:

- Compile site searches for clients
- The ability to proficiently research material and analyze statistics
- Set up meetings for Sales Agents
- Work with Sales Agents to prepare presentations
- General Office Duties
- Responsible for CRM System (Apto / Sales Force)
- Proficient at data entry, photocopying, binding and miscellaneous office responsibilities as required
- Track property keys
- Read and clip relevant newspaper articles, media, etc.
- Assist with coordinating open houses and social events

Qualifications/Personal Attributes:

- You are expert at Excel
- You are organized and pay attention to detail
- You have demonstrated problem solving skills

- You have amazing communication skills and know how to build relationships
 - You have high ethical standards
 - You are a high-energy individual
 - You have the ability to take initiative
 - You have the ability to remain positive under pressure and a fast-paced environment
 - You have the ability to deal with multiple priorities in time-sensitive situations
 - Confidentiality is expected
 - Experience and a passion for Commercial Real Estate would be awesome
 - A Real Estate License would be great, but can be achieved while working here
- *Ultimately, you would like to become a Licensed Sales Agent with our team*

If you are looking for your next best career move, please send your resume to:

Jane Klugman
Broker, President
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Let me know why you would be a great fit at Whitney & Company! We are growing our company – come Grow With Us!

About Us

Whitney & Company Realty Limited is a full service real estate company practicing in the Southwestern Ontario market. Our focus is commercial real estate and we have leased over 800,00 square feet of office space in the past two years. We are working on some of the largest projects in the region and we are working with some of the most recognizable brands from around the world.

We are very proud of our history (since 1911) and the years of providing real estate advice and service to his community.