

Building Links Construction Report Job Description - Campbell River Researcher and Sales Coordinator

Building Links Construction Report is seeking a Campbell River Project Research and Sales Coordinator. The position is freelance (contract-based) with hours based on experience, varying from 5 to 15 hours a week. Remuneration will vary depending on a combination of research hours and commission from sales and renewals.

Building Links is a research and media company that supports the local construction industry by providing relevant weekly updates on new and ongoing projects, tenders, building permits and local industry-related news. The company has been in business for over 25 years in Courtenay and expanding with a stronger presence in Campbell River.

Our team works with the development community to provide a weekly construction/development information source. Our goal is to empower companies to build strong communities by providing insights that encourage collaboration and growth.

Experience in sales, proficiency in English, and interest in the real estate or the construction industry are essential for this role. The successful applicant will be required to operate this position as a self-employment opportunity from their home office and invoice for hours and commission as per a negotiated contract.

Title: Campbell River Researcher and Sales Coordinator

Research: Our researchers cover municipality, district or region and follow projects from planning to occupancy, sale or completion, including projects with 3+ units, commercial, and infrastructure.

- Compile 5 to 10 accurate weekly project updates (100 to 200 word)
 - review publicly available reports and municipal records on construction projects
 - call and email project contacts for updates
 - drive by project locations as needed
 - confirm rumours on projects
 - provide project details such as owner, builder, sub trades, status with municipality or construction, pricing or rentals
- Building Permits
 - add building permits to each issue
 - add building permits to quarterly stats
- Tenders
 - add all open tenders for the area in each issue
 - follow up on extended tender dates

- report on awarded tender, including business awarded and amount if made public
- Around Town
 - suggest a minimum of one 200 to 250 word 'pertinent' editorials for the front page around town monthly
- Compensation for Research is projected at \$120/week for a 5 to 8 hour week that fulfils the requirements of the position as described above. Sales in addition to research.

Sales: Potential clients include businesses, organizations or individuals that provide services to or within the construction industry, including those businesses that are affected by land use or residential/commercial growth in their community. Current subscribers range from surveyors and engineers, realtors, municipalities and government, mortgage brokers, builders, suppliers, sub trades, and so forth.

- Subscription Sales - Retails Monthly \$68, 6 Months \$395, Annual \$645
 - Commission
 - Initial sale 40% and 10% each renewal
- Advertising Sales - Quarterly - \$295 business card size, \$425 banner (double card)
 - Commission
 - Initial sale 25% and 5% each quarterly renewal
 - advertisers must be subscribers and service multiple communities
- Bonuses
 - 10% annual bonus on years of reached \$20,000 (gross - gst)

Considerations: This is a long-term position and the perfect casual or part-time freelance contractor for an independent and self-motivated salesperson.

As part of this position, the applicant will be operating from their own office/home and will require a computer, internet access, and access to a printer, and will be billing for research and sales as based on an agreed contract.

The more the applicant learns about the construction industry and builds a connection with the building community, the easier both research and sales become. Accuracy of the research builds on the integrity of both Building Links and the Research & Sales Coordinator. The

position is to cover projects and sales only within Campbell River. Consideration to extend the service area can be discussed later.

It is recommended that the successful applicant join networking groups such as the Chamber of Commerce.

Closing: August 20th, 2020

Apply: Review our website at Building Links.ca and email pam@buildinglinks.ca to receive a recent weekly issue of Building Links Construction Report. After reviewing the issue, send questions and your resume with cover letter to the same email.