

SALES OPPORTUNITY COORDINATOR

ABOUT FLAT IRON BUILDING GROUP

Flat Iron Building Group Inc. is a commercial strategic consult, design, and build company headquartered in Toronto, Ontario. The company's mission is to inspire communities by cultivating a new standard. At Flat Iron, we place great emphasis on selecting our clients and forming project teams composed of the right individuals who are bold, open and value community. Our approach emphasizes trust, honesty, and collaboration because we know that the best outcomes come from strong, cohesive teams working toward a shared goal. Every day at Flat Iron we strive to overcome whatever stands in our way to get to something better. We're working to change the perception of our industry, so that everyone has a story they love telling, not one that they wish would just go away. We're moving the dial on equality in our leadership and across our team, knowing there is still a long way to go. We're creating communities of people, not just places, by giving back, hosting events that keep us together, and elevating everyone who comes through our doors. We're building an Olympic level team because we know what's possible when you trust the person next to you.

JOB TITLE

Sales Opportunity Coordinator.

JOB OVERVIEW

Flat Iron seeks an organized and proactive Sales Opportunity Coordinator to manage the creation, maintenance, and quality control of all sales collateral. This role will focus on proposal preparation, administration and supporting our real estate solutions team with top-notch, visually engaging materials that adhere to our brand standards.

KEY RESPONSIBILITIES

Sales Collateral

- Ensure all public-facing proposal materials (digital and print) align with Flat Iron's brand guidelines, managing consistency across departments.
- Maintain up-to-date proposal collateral and templates, including case studies, resumes, proposal templates, organizational charts, and presentations.

Proposal Preparation

- Review and summarize RFPs within 24 hours, notifying the VP of Sales & Marketing for a go/no-go decision.
- Manage the RFP timeline, track milestones, and communicate requirements to internal stakeholders.
- Compile, format, and ensure timely, accurate submission of all proposals, following Flat Iron's proposal writing standards.
- Maintain proposal databases in SharePoint, Pipedrive, and Premier and update templates and assets as required.

Pre-Lease Material

- Assist the real estate solutions team by preparing detailed reports and presentations, ensuring materials meet brand standards and are ready for client delivery.

Sales & Marketing Administration

- Use new opportunity form submissions support accurate data input/reporting in Pipedrive and Premier
- Maintain the master project tracker.
- Prepare new project award notices.
- Take notes in sales + marketing meetings as required.
- Develop policies and procedures documents for the sales + marketing team.
- Schedule internal and external opportunity/strategy meetings.
- Follow up with potential clients/partners on deliverables and/or information as required.
- Support the client feedback, journey and referral process.
- Assist with company events.
- Manage order of company swag.

Presentations

- Create presentation materials for client and internal meetings, adhering to brand guidelines.
- Prepare high-quality internal presentations for town halls, quarterly meetings, and other key events.

HOW WE DEFINE SUCCESS FOR YOUR ROLE

- You embody Flat Iron's values - Bold, Open, and Community - in your work and interactions.
- Your organization and professionalism set you apart, producing high-quality work.
- Clients and colleagues describe you as positive, proactive, and reliable.
- You support an inclusive work environment that attracts and retains top talent.
- You adapt digital tools to enhance workplace innovation and continuously seek learning opportunities for professional growth.

QUALIFICATIONS

- Bachelor's degree in marketing, business, communications, graphic design, or a related field; equivalent experience is also an asset.
- Proven experience in proposal development, presentation creation, graphic design, and copywriting, demonstrated in a portfolio submission.
- Proficient with productivity tools (Microsoft Office Suite) and design software (Creative Cloud, Canva).
- Exceptional attention to detail, with the ability to manage multiple tasks while maintaining a high standard of accuracy.

LOCATION

This is a full-time, on-site role, located at our office in Etobicoke, Ontario.

SALARY + BENEFITS

The salary range for this position is \$55,000 – \$80,000. Compensation will be determined based on relevant experience, skills, and internal equity. Our company offers a comprehensive benefits package, designed to support and reward our team members.

APPLICATION PROCESS

Send your resume and portfolio to info@flatiron.ca. **Please note that only applications submitted with a portfolio will be considered.** Please note that only candidates selected for an interview will be contacted.

Thank you for your interest in joining our team. We appreciate the time taken to submit your application.