

# FINDING

Informing  
Attracting  
Developing  
Retaining

# Work in ...

## PROFESSIONAL SALES

### QUICK FACTS

- Professional Sales can range from retail sales in furniture or automobiles to real estate and insurance.
- Enjoys working with a variety of people.
- Flexible work schedule.

### NATURE OF WORK

#### Real Estate Sales

- Educating the public on the process of home buying/selling.
- Filling out appropriate time sensitive forms and agreements.
- Working with fellow realtors in the community.
- Salary approx. \$30,000 - \$50,000 or more annually based on sales commission.

#### Insurance Sales

- Selling home, auto, travel, umbrella, identity, theft, and various commercial insurance policies.
- Reaching sales targets.
- Retaining clients and policies.
- Cross selling of other policies.
- Starting wage is approx. \$30,000/year and goes up depending on experience and designations received.

#### Retail Furniture Sales

- Greeting customers.
- Assisting them to find what they are looking for.
- Providing the selling features of the merchandise.
- Giving advice on how to care for their merchandise.
- Providing quotes, warranties and delivery dates.
- Average wage is approximately \$20.00 per hour.

#### Automobile Sales

- Meeting and greeting customers.
- Presenting, demonstrating and selling individual transportation needs based on what they require.
- Assisting with financing or leasing options.
- Wage range in this industry may be from \$20,000 to \$150,000 per year.

#### General

- Conducting sales transactions to include all contracts, invoices and other paper work.
- Must be able to work for long hours when required.
- Work is full time and year round.

- Shift work may be required to include evenings, weekends, and holidays.
- For additional information, visit [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) (NOC#6232 real estate, #6231 insurance agent, #6421 retail sales).



### WHAT EMPLOYERS LOOK FOR

#### Real Estate Sales

- Will be required to be licensed.
- Must pass a criminal record check.
- Must pass a preliminary course before being accepted into the real estate course.
- Focus on details

#### Insurance Sales

- Willing to be licensed and obtain professional designation (CAIB & CIP).

#### Automobile Sales

- Individuals who bring a unique personality to the team.
- Must possess selling skills.
- Ability to maintain eye contact with the customer.

#### General

- Must have a minimum Grade 12 education.
- Experience in sales is an asset.
- Good communication skills.
- Must be a self-starter with a positive attitude.
- Outgoing personality and enjoys working with people.
- An eagerness to learn about product knowledge.
- Must dress professionally.
- Dependability, trustworthy, and good social skills.

## PROFESSIONAL SALES

Informing  
Attracting  
Developing  
Retaining



### RELATED TRAINING OPPORTUNITIES

- On-the-job training is provided (all sectors).
- Mandatory education is required on an annual basis (real-estate).
- An opportunity to own your own business (real-estate).
- Advancement can be related to income level and/or senior positions depending upon the sector.
- Visit the **Corporate Education Network** for additional training opportunities specifically in Southeast Alberta ([www.cenetwork.ca](http://www.cenetwork.ca)).

### HOW TO APPLY

- Hiring procedures vary depending on the employer. Generally, job seekers are to submit a resume or complete a company application form.
- Apply in person, by email, mail or by fax directly to the company office.
- In some cases, a company application form may be available on-line at the company website.
- An individual interview may follow.
- Check [www.jobbank.gc.ca](http://www.jobbank.gc.ca) for current job listings in Southeast Alberta.

### POTENTIAL EMPLOYERS

#### Automobile Sales

- BT Honda, Medicine Hat ([www.bthonda.com](http://www.bthonda.com))
- Big M Ford Lincoln Ltd., Medicine Hat ([www.bigmford.ca](http://www.bigmford.ca))
- Bow Island Chevrolet
- City Chrysler, Medicine Hat ([www.citychrysler.com](http://www.citychrysler.com))
- Community Chevrolet Pontiac Buick GMC, Brooks
- Hanna Chrysler Ltd. ([www.hannachrysler.com](http://www.hannachrysler.com))
- Hanna Motor Products Ltd. ([www.hannagm.com](http://www.hannagm.com))
- Harwood Ford Sales, Brooks ([www.harwoodford.com](http://www.harwoodford.com))
- Honda Magic, Brooks ([www.hondamagic.com](http://www.hondamagic.com))
- Jackson Dodge Chrysler Jeep, Medicine Hat ([www.jacksondodge.com](http://www.jacksondodge.com))
- Martin Chrysler Ltd., Brooks ([www.martinchrysler.ca](http://www.martinchrysler.ca))
- Metro Kia & Metro Subaru, Medicine Hat ([www.metrokia.ca](http://www.metrokia.ca))
- Murray Chevrolet Cadillac, Medicine Hat ([www.murraychevmedicinedhat.gmccanada.com](http://www.murraychevmedicinedhat.gmccanada.com))
- Park City Toyota (1992) Ltd., Medicine Hat ([www.parkcitytoyota.ca](http://www.parkcitytoyota.ca))
- Rodeo Ford Sales Ltd., Medicine Hat ([www.rodeoford.com](http://www.rodeoford.com))
- Sorensen Pontiac Buick GMC Ltd., Medicine Hat ([www.sorensenpontiac.gmccanada.com](http://www.sorensenpontiac.gmccanada.com))
- Southland Volkswagen, Medicine Hat
- Sun Country Nissan, Medicine Hat ([www.suncountrynissan.com](http://www.suncountrynissan.com))

#### Retail Furniture Sales

- Brooks Home Furnishings
- Leon's, Medicine Hat
- Maple Avenue Furniture, Medicine Hat
- Parker's Countrywide Furniture & Appliances, Medicine Hat
- R & W Furniture
- Sears Canada, Bassano, Brooks & Medicine Hat ([www.sears.ca](http://www.sears.ca))
- Sofa's & More, Medicine Hat
- The Bay, Medicine Hat
- The Brick, Hanna & Medicine Hat ([www.thebrick.com](http://www.thebrick.com))
- Toshach Furniture & Appliances, Brooks
- United Furniture Warehouse LP, Medicine Hat ([www.ufw.com](http://www.ufw.com))

#### Insurance Sales

- Alberta Motor Association, Medicine Hat ([www.ama.ab.ca](http://www.ama.ab.ca))
- Canada Broker Link, Medicine Hat ([www.mhinsurance.com](http://www.mhinsurance.com))
- Cedar Square Insurance, Medicine Hat ([www.cedarsquare.com](http://www.cedarsquare.com))
- Club 100 GMAC Real Estate, Bow Island & Medicine Hat ([www.club100realestate.com](http://www.club100realestate.com))
- Gateway Agencies, Medicine Hat ([www.westernfinancialgroup.net](http://www.westernfinancialgroup.net))
- Newell Agencies, Bassano
- Reliance Insurance Agencies, Medicine Hat ([www.reliance-insurance.ca](http://www.reliance-insurance.ca))
- Thompsen Fischer Insurance Ltd., Medicine Hat ([www.thompsenfischer.com](http://www.thompsenfischer.com))
- Thompson Schindle Green Insurance & Financial Services Ltd., Brooks & Medicine Hat ([www.tsginsurance.com](http://www.tsginsurance.com))

#### Real Estate Sales

- Big Sky Real Estate, Hanna
- BREC, Medicine Hat ([www.brec.ca](http://www.brec.ca))
- Century 21 Medallis Realty Ltd. Medicine Hat ([www.century21medallis.com](http://www.century21medallis.com))
- Coldwell Banker, Brooks ([www.brooksrealty.net](http://www.brooksrealty.net))
- Landmark Realty (Med Hat) Ltd., Medicine Hat
- Maxwell Team Realty, Medicine Hat ([www.medicinedhathomesales.com](http://www.medicinedhathomesales.com))
- Pro Real Estate Ltd., Brooks
- Rangeland Real Estate, Hanna ([www.rangelandrealestate.com](http://www.rangelandrealestate.com))
- Re-Max Realty, Brooks & Medicine Hat ([www.remmax.ca](http://www.remmax.ca))
- Royal LePage Community Realty, Bow Island, Brooks & Medicine Hat ([www.royallepage.ca](http://www.royallepage.ca))