



**ODYSSEY<sup>3D</sup>**  
*create the ultimate open house*

## **Growth Catalyst -Client Experience & Strategy Intern**

Odyssey3D Inc.

Suite 215, Bergeron Centre for Engineering Excellence

11 Arboretum Lane, M3J 1P3

### **How to apply:**

1. Find it on <http://www.odyssey3d.ca/3d-model/hustlersonly/>
2. Password hint (case sensitive): check out our website's About Us page
3. Finding the job application hint: review all content and product features on the 3D model

Good luck!

### **About Odyssey3D:**

Odyssey3D uses leading-edge technology to showcase physical spaces in the most realistic way possible through virtual reality – so anyone can explore the space online. We help realtors and real-estate based businesses stand out from competition and enhance engagement. Odyssey3D has serviced hundreds of properties and works with the top realtors in the GTA. Overall, we are on a quest to enable real-life opportunities to be accessible to anyone online.

This start-up was named the winner of The Schulich School of Business at York University's 2016 Start-Up Day. Check us out at [www.odyssey3d.ca](http://www.odyssey3d.ca) for more info.

### **Job Details**

Would you like to become part of a growing start-up that works with the latest VR technology with the goal of making real-life opportunities accessible to anyone online?

We are looking for someone who loves the entrepreneurial environment and can reliably handle supporting tasks to assist the executive team of a fast growing start-up. Essentially, your main responsibility is to make our clients and your executive team successful!



## Responsibilities :

- Writing monthly client emails
- Updating CRM Software & other manual tasks for the CRM Programs (ex., adding clients to Facebook/LinkedIn)
- Sending follow-up videos to clients
- Additional project based tasks
- Creating 1-page graphics/designs for marketing, promotional videos, and pitch decks
- Administrative tasks (ex., logistic planning and ordering tickets or equipment for events)
- Troubleshooting other problems (ex., accounting and automation software)
- Analysis of company performance
- Daily operational tasks (ex., tour delivery, floorplans, assigning 3D shoots to editors, etc.)
- Writing notes to clients
- Helping with Financial Analysis for Quarterly Meetings
- Customer service emails/calls
- Floorplan editing
- Automation software support and development
- Development of update materials for quarterly meetings
- Additional tasks in direct support of the CEO

## What you get out of it:

- Opportunity to work in a direct support role to the CEO of Odyssey3D
- Opportunity to be a part of a growing business and work in a start-up environment
- Flexible location (you can work from wherever you want)
- Covered corporate retreats and events (camping, cottaging, hikes, etc.)
- We will take you with us for our yearly Work Abroad missions
- You will be cross-trained in different business departments: Sales & Marketing, CRM, Operations, etc.
- Work beside leading tech entrepreneurs of the B.E.S.T. Lab accelerator and winners of the 2016 Schulich Startup Day Pitch Competition
- Opportunities to meet and receive mentorship from our board of advisors including:
  - **Colin Lynch:** Past Harvard MBA, Mickinsey & Company, Morgan Stanley, and Head of Global Real Estate Investments at TD Greystone Asset Management
  - **Sahil Jaggi:** Real Estate Investor and Builder with a \$10MM personal asset portfolio
  - **Andrew Maxwell:** Bergeron Chair in Technology Entrepreneurship
  - **Chris Carder:** Schulich Entrepreneur in Residence & CCO of Kinetic Cafe
- Mentorship from the founders of Odyssey3D to help you expand your network and land your dream job
- Build your experience on real-life projects in a fast-paced start-up environment



### **Requirements:**

- The ability to own your work and get things done with minimal supervision
- Positive attitude, energetic approach, and get-it-done mentality
- Outgoing culture builder - help build a strong, fun, and inclusive office culture
- Experience with customer service and client management
- Own a mid to high-performance laptop
- Excellent communication skills (oral and written)
- Staying reachable off-hours to help with urgent start-up tasks
- Ability to thrive in an ambiguous and flexible environment

### **Assets:**

- Past entrepreneurial experience
- Good penmanship
- Basic graphic design experience
- Design/Photography/Editing Portfolio
- Experience with Google Suite products
- Live by York University and have a valid G license and a car
- Previous experience in a similar role
- Experience dealing with confidential information dealing with high profile executives
- Experience in sales and customer service roles

### **Contract Details:**

- One year contract (with a 3-month probation period)
  - Full-time dedicated during the summer term
  - Part-time dedication during the school term
- Potential to redeem 3 to 6 school credits if applicants are from the Schulich School of Business
- Work location - flexible
- A stipend of \$100/month will be provided to cover basic expenses during your work term.

### **Further Information:**

- About the [Founders](#)
- About the [CEO](#)
- About our advisors:
  - [Sahil Jaggi](#)
  - [Colin Lynch](#)