

## **Who are we ...**

Our founder, Bob Rennie, began his career as a Realtor in 1975. He grew his business by giving his clients and team the same care and attention he would give to his own family members. Today, we're a team of more than 200 good humans and growing - but it still feels like family. With our growth, we are constantly looking for the right individuals to join us.

## **What are we looking for ...**

A fun and energetic Conveyance Coordinator that will ensure the seamless administration of every real estate transaction. Communicating with developers, purchasers, lawyers, notaries, other brokerages, and agents, the Conveyance Coordinator helps facilitate the back-end work required to complete a real estate transaction.

## **What daily tasks can you anticipate ...**

- ✓ Reviewing Purchase and Sale Agreements (PSA) for compliance, enforceability and that checklist items are met
- ✓ Liaise with project sales team to follow up on checklist items and trade related issues
- ✓ Distribution of PSA and deposit to lawyers
- ✓ Data entry into Salesforce CRM system
- ✓ Working with developers on creating and generating reports
- ✓ Communication with Purchasers and Realtors to provide project updates, delivery of legal documents, collection of deposits and to obtain information to ensure a smooth completion of their purchase
- ✓ Communicating with Developers, Lawyers, Marketing and Accounting departments on during the project lifecycle
- ✓ Assist project sales team during a launch event
- ✓ Provide weekly updates on workload and objectives to Dir. Of Conveyancing

## **What KSAs (Knowledge, Skills, and Abilities) do you possess ...**

- ✓ Detail oriented
- ✓ Customer-focused
- ✓ Comfortable in a fast-paced high-volume environment
- ✓ Ability to multitask and prioritize high volume of work
- ✓ Team player
- ✓ Previous real estate and/or conveyance or other contracts experience an asset
- ✓ Experience dealing with demanding clients and stakeholders both internal and external

### **A few reasons why you should join our organization ...**

- **Brand.** Time flies when you love what you do. We now have forty years of experience under our belts, plus a presence and reputation that spans Metro Vancouver to the edges of the Lower Mainland.
- **Culture and space.** We're in one of the oldest, most historic and beautifully-designed buildings in Chinatown - we even have a museum housing artwork from Rennie Collection attached to our head office. There are plenty of Lunch & Learns to develop our team, leadership programs, top producer dinners, employee recognition programs, annual trips, Beer Fridays, family-friendly events, art exhibition openings, quarterly cake celebration to toast our latest milestones, yoga classes, high intensity fitness classes, and fresh-baked cookies daily. The magic at Rennie is sometimes hard to articulate, but easy to feel once you're here. At the end of the day, we're nothing without our people.

Honestly, we're quite selective here. Our team is built on integrity, a great team attitude, hard work and taste! If your interest has been piqued, then we're delighted! Please send your CV and cover letter to Human Resources at [dchahal@rennie.com](mailto:dchahal@rennie.com) - if the fit is right for both sides, we'd love to meet with you very soon.