

## **REAL ESTATE ADMINISTRATIVE COORDINATOR – BC HOUSING**

### **POSITION SUMMARY:**

The Real Estate Administrative Coordinator provides administrative services for a variety of real estate activities being conducted by a team of Real Estate Asset Managers including coordinating conveyancing activities for real property purchases and dispositions, Crown Grant applications, Provincial surplus land dispositions, Group Home Dispositions, Indigenous Consultations, leases, licenses, short term rentals and statutory rights-of-way. This position coordinates real estate documentation and information between the external legal team and the organization's Operations, Finance and Legal Services teams.

### **CANDIDATE PROFILE**

**The successful candidate will have the following:**

#### **EDUCATION:**

- Substantial completion of a college diploma in business or program administration or other relevant field.
- Completion of applicable Legal Assistant/Paralegal courses, specifically relating to the real estate industry.

#### **EXPERIENCE:**

- Minimum of 4 years progressive, directly related experience in a comparable and highly computerized environment, including some experience as a legal assistant working in a busy conveyancing department of a legal or notary office
- OR an equivalent combination of education and experience acceptable to the employer.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- In-depth knowledge and understanding of the practices and processes associated with real estate administration
- In-depth knowledge and understanding of contract law, legal agreements, legal instruments and registration processes with respect to real estate
- In-depth knowledge of real property conveyancing in BC.
- In-depth knowledge of Crown Land application processes and related Indigenous consultation requirements in BC.
- In-depth knowledge of BC Land Title Office Torrens system, Land Titles Office information, data retrieval including titles, legal plans, charges, provisos and notations, assessment data searches and company and society searches.
- Good knowledge of accounting principles and processes
- Good knowledge and understanding of business tools, templates and processes to support real estate administration functions
- Knowledge of and expertise in enterprise applications such as JDE, Oracle, CPS and SLICE, Webfocus, Sharepoint and proficiency in productivity applications such as Microsoft Office, Outlook, MS Word and MS Project
- Ability to function effectively as part of a team in a fast paced deadline oriented environment
- Demonstrated initiative and follow through skills; ability to work under direction of several people, organize and prioritize work and meet deadlines, while responding to numerous diverse and shifting challenges without compromising the quality of the work
- Strong analytical, research and problem-solving skills and ability to find and implement creative and practical solutions to problems
- Excellent communication and interpersonal skills; ability to exercise tact, diplomacy and good judgment when dealing with a broad range of audiences

- Solid command of English grammar, punctuation and spelling
- Strong mathematical aptitude and excellent attention to detail
- Good keyboarding skills

**How to Apply:**

- In order to review the Job Description and to apply for the position, please visit [www.bchousing.org](http://www.bchousing.org)
- To be considered for this competition, applicants must submit a cover letter and resume clearly identifying how they meet the qualifications necessary for this position. This information will be used as part of the selection process.
- Your cover letter and resume should be submitted as one document

**Only applications submitted using the Online Recruitment System at [www.bchousing.org/careers](http://www.bchousing.org/careers) will be accepted**