

SHAPE MARKETING

Conveyance Coordinator

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America. With more than 370 acres in our growing portfolio, SHAPE currently manages +2.7M sq. ft. of commercial space with +3.5M sq. ft. of commercial and residential space under construction. As one team with a full range of real estate services, our projects benefit from seamless collaboration and communication across departments, locations and areas of expertise. Our group of companies is designed to operate together as a fully integrated platform or independently to add specialized value. With a thoughtful approach and continuous pursuit of innovation, we strive to deliver the best of retail, residential, office and mixed-use real estate world-wide.

SHAPE MARKETING

SHAPE prides itself in the strong, consistent and timeless brands we build for each of our projects. From our residential sales process to the events at our shopping centres, every interaction is an opportunity to create a memorable experience. Our in-house marketing team is the driving force behind our residential marketing and sales program, shopping centre marketing, corporate branding, public relations and all public facing communication. We're a young, energetic team that takes a fresh approach to everything we do. We challenge the norm and disrupt industry standards. We seek inspiration from the best brands world-wide to stay ahead of trends, create impact and drive meaningful results.

ABOUT THE ROLE

The conveyance team supports the sales team to sell residential market towers in the SHAPE portfolio, including The City of Lougheed, The Amazing Brentwood and Live at the New CF Richmond Centre. The Conveyance Coordinator will support the Conveyance Manager with all contract related processes from execution to completion, including responding to inquiries from purchasers and their agents. The right candidate will have a strong sense of urgency, previous administrative experience, and possess best in class customer service skills.

Primary Responsibilities:

- Assist in reviewing and managing residential contracts prepared by the sales team by ensuring all the information is correct, properly recorded, fully executed and compliant with our legal obligations
- Collect deposits and ensure accurate tracking through our in-house software
- Assist in sending out and collecting amendments and disclosure statements to purchasers
- Respond to conveyancing inquiries from purchasers and their agents and legal representatives in a timely manner
- Provide support with compliance related tasks (i.e. trade record sheets, FINTRAC forms, assignment reporting)

- Communicate with the sales team, purchasers and their agents and legal representatives on contract related items
- Prepare status reports for amendments, deposits, and outstanding amounts as required
- Work cohesively with SHAPE's internal departments including customer care, sales, marketing, development, and construction teams
- Maintain an effective and professional communication with external parties including law firms and other legal partners
- Perform other contract related administrative tasks as required

Qualifications:

Required Training and Experience:

- 1+ years of administrative/customer service experience preferred
- Minimum level of post-secondary education required. Related field is an asset

Required Knowledge, Skills, and Abilities:

- Strong attention to detail
- Self-motivated with excellent organizational and time management skills
- Strong Microsoft office experience preferred
- Ability to adapt to changes in technology
- Must possess excellent communication skills, both written and oral
- Team player with a positive outlook on life and passion to learn and grow within a fast paced, dynamic industry

Working Conditions:

SHAPE's corporate office, located in the downtown Vancouver business district, is where the successful candidate may expect a comfortable and collaborative work environment in a modern office setting. The Conveyance Coordinator may be required to travel to different sites in SHAPE's portfolio and may be required to work the occasional weekend when necessary in order to assist with our residential sales launch.

To apply, please visit our website at <http://shapeproperties.com/careers>