

Conveyancer

We have an opportunity for a Conveyancer to join our winning team. In this dynamic role, you will assist in the design and implementation of project marketing plans from start to finish. This position coordinates all project details with developers and outside suppliers including architects, graphic and interior designers, printers and signage companies.

Success in this important role will lead to career growth opportunities in the marketing or sales organizations of Magnum Projects.

About Magnum Projects

Since 1991, George Wong and the Magnum Projects' team have established an impeccable track record. Across the Lower Mainland, Magnum Projects Ltd. has consistently delivered impressive results for developers and purchasers.

A rigorous, market-driven approach, efficient, effective, marketing programs and highly personalized sales techniques combine to create demand and maximize return on marketing investment.

Magnum Projects is home to some of the most exceptional real estate professionals in the industry. From initial land acquisition and project development to after sales service, Magnum has experienced industry specialists to help ensure the success of any project.

About the Role

- Review and process Sales Contracts, deposits and sales commissions
- Review commission calculations for accuracy
- Review FINTRAC forms
- Prepare Completion letters and other conveyance correspondence for brokers, lawyers/notaries and Realtors.
- Handle inquiries about Sales Transactions from Brokers, Realtors, Developers, Lawyers/Notaries,
- Process commission payouts for agents

Qualifications

- 2 to 3 years Real Estate Conveyancer experience
- Experienced with Lone Wolf conveyance software
- Excellent MS Office skills
- Clear written and verbal communication skills
- Ability to prioritize work & have excellent time management skills

- Hard working, and exceptional attention to detail and accuracy

Compensation & Benefits

From waterfront luxury to first time buyers, we set the standard for project marketing success. Join our team and work with the very best in the industry. We offer:

- Competitive salary based on experience
- Extended healthcare benefits
- Eligibility for participation in our bonus program based on performance
- Opportunities for personal and professional growth

Work Details

This position is primarily on-site at our Vancouver head office located on Main Street near the new St Paul's Health Campus, with some flexible remote working opportunities possible.

To Apply

Please email asha@magnumprojects.ca with your resume and cover letter, noting **Conveyance** in the subject line. We will handle your application with the utmost confidentiality.

We thank all applicants for their interest, however only those selected for an interview will be contacted.