

## **Real Estate Coordinator (Permanent, Full-Time) - 1410**

### **Close Date**

July 31, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

*Let's make Kamloops shine! Join our team today.*

### **Position Overview**

The City of Kamloops is seeking a permanent, full-time Real Estate Coordinator! As part of the Real Estate division, this position will be deeply integrated in the lease, purchase, and sale of City and City required properties. The successful candidate will manage legal documents and advise internal departments and outside agencies on real estate matters. If you possess related education and experience, this could be your next career and we want to hear from you!

Make a positive impact on the community. You can feel a sense of pride as you enjoy the lifestyle Kamloops offers because you are part of creating and sustaining it. Being a City of Kamloops employee allows you to take advantage of employee well-being programs that include support for mental well-being and physical health through onsite gyms and a Wellness Works program that focuses on this critical corporate building block.

### The successful candidate must have the following qualifications:

1. Completion of a minimum of one year in a Real Estate Licensing Program or Legal Assistant Program.
2. Minimum three years' previous experience within the real estate, real estate development, or property management field, including legal experience specializing in conveyancing (specifically in drafting legal documents related to land interests).
3. Valid BC Driver's Licence - Class 5 or equivalent.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

### **Hourly Rate**

\$46.098

### **Hours & Days of Work**

Monday - Friday

8:00 AM - 4:30 PM (year-round)

This position is being hired under a modified work schedule (one extra day off every third week).

**Hours per Week**

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at [kamloops.ca/careers](http://kamloops.ca/careers).