



HUMAN RESOURCES

PERMANENT FULL-TIME PROPERTY SERVICES AGENT

(Competition 25-10)

Position Overview

The City of Nanaimo is seeking a permanent full-time Property Services Agent. Under the direction of the Manager, Real Estate, the incumbent provides a broad range of professional and technical services concerning property issues involving the City. The Property Services Agent brings substantial real estate knowledge and negotiation expertise to be applied primarily in matters of full or partial property acquisitions, disposals, and exchanges; permanent and temporary right-of-way acquisitions and disposals; lease and licence acquisitions and disposals and administration of the City's real estate portfolio.

Qualifications

Applicants must have a Degree in Commerce, Urban Land Economics or related discipline, as well as a minimum 2 years' experience in property negotiations and/or property management. An equivalent combination of education and experience may be considered. Applicants must have a valid Class 5 BC Driver's Licence, as well as eligibility for membership in the Real Estate Institute of BC, the Appraisal Institute of Canada or the International Right of Way Association.

Additional Information

This is a CUPE bargaining unit position based on a 35-hour work week, and subject to Article 1(d) - Probationary Period as set out in the Union Collective Agreement. The hourly wage is \$51.98, increasing to \$54.70 after 60 working days (Jan 2025 Rates).

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials. To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 25-10 by the application deadline. For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Thursday, January 16, 2025

Application Deadline

Thursday, February 6, 2025
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
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