

Office Administrator / Conveyancer (Full-Time)

About London Pacific

London Pacific is a commercial real estate brokerage that specializes in land assembly and sales. Working with property owners, investors and premier developers, our brokers assemble, market and sell land suitable for redevelopment.

The Role

We are looking for an efficient & energetic individual to join our team. The successful candidate, will work closely with all team members while providing the best possible support and leadership in office management & conveyance administration.

Job Description

- **Office Administrator**- Manage the day to day administrative operations of London Pacific by providing the following duties:
 - Reception – greetings, hospitality, phones (light), courier, mail & general filing (digital & paper),
 - Organize office meetings, team building functions
 - Monthly accounts receivable & payable organization for accounting dept.
 - Manage & document agent charge-backs
 - Assist with HR – Manage job postings & new hire set up and orientation
 - Assist with IT – Trouble shoot problems with printer, fax, scanner & order printer supplies. Work with IT providers to order & organize new computer installations.
 - Assist agents and managing broker with files, labels, envelopes, writing up letters, mail, admin correspondence
 - Communicate with cleaning staff & order janitorial supplies
 - Office supply orders & maintenance of supply & copy rooms
 - General Office Efficiency & Productivity

- **Conveyancer** - The successful candidate will be trained to manage the Conveyance of real estate transactions on behalf of London Pacific:
 - Organize deal files, complete check list of requirements, confirm brokerage documentation is complete and compliant.

- Communicate with all agents on their site registrations, transactions and critical dates
- Read and review contractual documentation and calculate commission and commission splits
- Prepare conveyancing reports and perform other closing procedures for completing contracts of purchase and sale.
- Act as compliance officer regarding FINTRAC
- Prepare all bank deposits & commission cheques.
- Work ongoing to maintain documentation of the brokerage in compliance with the Real Estate Council of BC.

Required Qualifications and Skills

- High proficiency in Microsoft Word and Excel
- *Knowledge of Real Estate contracts and conveyancing an asset*
- Must have excellent communication and organizational skills
- Time management, efficiency, and attention to detail and accuracy mandatory
- A dynamic team player; flexible to changes in job nature when required
- Mature personality who is punctual, responsible, and reliable

London Pacific provides competitive compensation and upon 3 months' probation, offers enrollment in our Extended Health and Dental Benefits.

Please email your **cover letter** and **resume** to erin@londonpacific.ca. We thank all applicants for their interest, however, only those identified for further consideration will be contacted.