

Agent Support Specialist (Full-Time) for Ari Gelmon, Associate Vice President

About London Pacific

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

We are looking for an organized and self-starting individual to join our team. The successful candidate will be working alongside Associate Vice President, Ari Gelmon. This role will provide a unique opportunity to learn land assembly and investment sales from a top performer.

Administrative Duties:

- Coordinate documents for listings, sales and compliance processes
- Prepare all email, mailer and targeted marketing material and campaigns
- Optimize database system efficiency
- Provide sales support
- Communicate directly with leadership in other departments
- Create content for social media
- Catalog development opportunities
- Learn *realtech* tools to help automate and create efficient business procedures

Qualifications and Skills

- Degree or diploma in a related field is strongly preferred
- Experience working in a commercial real estate brokerage is considered an asset
- Exceptional written and verbal communication
- Ability to juggle multiple projects in a fast-paced environment
- High proficiency in Microsoft Office Suite with a focus on Word, Powerpoint and Excel
- Ability to think creatively and work well with limited direction
- Ability work with confidential information and demonstrate a high level of care
- Driver's License and access to vehicle required

What We Offer

- A competitive starting salary with performance-based bonuses
- Extended medical dental and vision benefits
- Opportunity to learn from a highly successful senior broker on a daily basis

Location:

Vancouver BC

How to Apply:

Please email your **cover letter** and **resume** to Attn: Ari Gelmon

AriGelmon@londonpacific.ca. We thank all applicants for their interest, however, only shortlisted candidates will be contacted.