

## JOB POSTING

**Position:** Conveyance Coordinator

**Reports to:** Conveyance Manager

**Job Type:** Full Time Temporary Contract (12-18 Month Mat Leave)

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### About rennie

rennie brings a thoughtful, trusted approach to the real estate industry, supporting our clients and communities for more than 40 years.

Founded on a people-first culture, our growing team of 130+ head office staff and 270+ real estate advisors work seamlessly together to deliver exceptional experiences and service. Collectively, we provide our clients with the confidence they need to make informed decisions when buying, selling, or building a home or community.

### Life at rennie

- We have a people-first culture that fosters a vibrant workplace of collaboration, empowerment and opportunity to deliver exceptional experiences and service. Together, we drive each other's collective success.
- We are diverse—representing a range of skill sets, backgrounds and perspectives—but we are motivated by a common goal: being the most trusted resource in real estate.
- We work in a fast-paced environment, but we make time to celebrate each other and have fun with our colleagues, families and communities.
- We offer our employees a competitive salary and bonus program, as well as extended medical, dental, and healthcare benefits that include an employee assistance program, extensive mental health benefits and a healthcare spending account.
- We take time off to rest and recharge. In addition to statutory holidays, salaried team members enjoy paid vacation time and our home office also closes over the December holidays, as business allows.

### About the Opportunity

The Conveyance Coordinator works to administer all pre-sale and resale real estate transactions. In this role, they are responsible for communicating with purchasers, developers, lawyers, appraisers, other brokerages and agents, as well as internal teams. The Conveyance Coordinator ensures that all pre-sale transactions are executed in accordance with REDMA regulations from sale to completion.

### Duties and Responsibilities

- Processes and reviews pre-sale and resale purchase contracts from sale to completion
- Requests corporate documents and completes developer FINTRAC records
- Creates purchase agreement addenda for upload to Avesdo as required
- Send deposit reminders, collects deposits from purchasers and transmits to lawyers
- Performs deposit reconciliations against lawyer trust accounts
- Sends amendments to disclosure statements to Avesdo, monitor receipts and reports to developers
- Ensures that Purchase Agreements and addenda are mapped correctly in Avesdo
- Acts as point of contact with purchasers, developers, realtors, lawyers and appraisers
- Prepares reports for developer on request

- Executes Assignment Agreements
- Assigns purchaser parking stalls and storage lockers
- Coordinates with developers to send formal completion notices
- Prepares Disclosures of Expected Remuneration
- Provides status reports to realtors regarding presales transactions, commissions and general inquiries
- Reviews listing documents for legal compliance & Ensure all checklist items are met, Brokerload listings into Paragon, Matrix, expense MLS and Transaction Fee
- Issues commission invoices for transactions for presale developments
- Provides weekly updates on workload and objectives to Conveyance Manager
- Performs other related duties as assigned by the Leadership

### **Education and Experience**

- Minimum 3 years of experience in an administrative or project coordinator role in the real estate industry

### **Desired Knowledge, Skills and Abilities**

- Strong knowledge of local real estate market an asset
- Meticulous and detail oriented, demonstrates accuracy and thoroughness
- Ability to work with ease in a fast-paced high volume environment is critical
- Proficient understanding of presale Purchase Agreements and Disclosure Statements
- Promotes superior quality management while continually looking for process and quality improvement
- Collaborative, creative, flexible, and innovative team player with an ability to work effectively with peers, senior leaders, and key stakeholders
- Exceptional communication and presentation skills, always maintains composure and an action-oriented attitude
- Ability to understand and follow written and verbal instructions
- Excellent problem-solving, and analytical skills with good judgment to make timely and sound decisions
- Strong administrative and organizational skills with the ability to manage priorities and workflow
- Ability to deal with demanding clients and stakeholders (internal and external)
- Good computer skills in MS Office and Google Suite and Salesforce, Lonewolf, Avesdo

### **Working Conditions**

- Our home office is located just outside of Granville Island in Kitsilano and this role is primarily office based with some flexibility to work remotely

### **Salary Information**

The typical base salary for this specific position is from \$51,400 to \$64,300. The salary offered is based on a number of relevant business and candidate factors including education, job-related knowledge, skills, experience, and organizational needs. We also have a performance based bonus program that supports our employees by recognizing exceptional individual performance and company success.

**How to Apply:** Are you interested in working for an industry leader alongside an amazing team?

Please apply here: <https://bit.ly/3Y55egi>

We thank all candidates for their interest, however, only select individuals will be contacted.

***I can't be me unless I let you be you.*** - Bob Rennie

At rennie, we understand that experience comes in many forms. We don't just accept differences, we celebrate them. We're proud to hire from a variety of backgrounds and are dedicated to adding new perspectives to our team.

For more information, please visit: <https://rennie.com/about>

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