

JOB POSTING

Position: Junior Compliance Specialist

Reports to: Managing Broker

Job Type: Full Time, Part Time, Contract

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 240+ 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 Junior Compliance Specialist is responsible for advising the managing brokers and Sales Advisors on all matters relating to the administration and compliance of the real estate brokerage. As a subject matter expert, this role stays up to date on applicable regulatory changes and laws, creates policies and procedures, and ensures that all contracts meet legal compliance and effective risk mitigation. In addition, the Compliance Specialist is responsible for facilitating training through various channels to Sales Advisors and internal staff on compliance requirements and processes.

Duties and Responsibilities

- Leads the onboarding process for Sales Advisors, as well as provide ongoing support and guidance to Sales Advisors on internal processes and policies
- Creates and delivers Sales Advisor onboarding assessments and training to ensure Sales Advisors have relevant knowledge on compliance
- Acts as the subject matter expert on compliance and complaint related inquiries, liaising with Managing Brokers to provide daily support to Sales Advisors
- Conducts research pertaining to corporate, regulatory and other relevant laws as required relating to real estate transactions and associated risks, making recommendations to mitigate

risk to the organization through developing/updating and implementing departmental policies, manuals and procedures

- Takes responsibility for ensuring compliance with FINTRAC regulations through the development and modification of the FINTRAC policy manual, reporting and audit processes, and related training
- Assists with internal and external audits, implementing changes from audit findings, and conducting training for internal staff and Sales Advisors
- Advises and collaborates with other departments in the development, communication and facilitation of training related to regulatory requirements and changes
- Identifies and recommends opportunities to improve and streamline program content and departmental processes
- Maintains industry and job knowledge by participating in educational and developmental activities
- Performs other related duties as assigned by the Leadership

Education and Experience

- Post-secondary degree in a relevant discipline with some emphasis on the administration of law or equivalent combination of training and work experience
- 1 - 3 years of experience working in a Associate/Managing Broker or Compliance role
- Experience working with legal contracts
- Working knowledge of the real estate industry, having or willing to obtain a real estate, managing broker or associate license would be considered an asset.

Desired Knowledge, Skills and Abilities

- Strong knowledge of local real estate market
- 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
- 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 develop product, education content, training aids
- Ability to work independently and within teams, self-motivated
- Proficient in Microsoft Office Applications

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
- The ability to travel to different office locations may be required
- Access to reliable transportation required

Salary Information

The typical base salary for this specific position is from \$65,400 to \$81,700. 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>
