

Transaction Coordinator

Location: Sun Peaks, BC

Company: Century 21 Diamante

Position Type: Permanent, Year-Round (Part-Time, 4 Days a Week)

Schedule: Friday to Monday | 9 AM to 5 PM

Wage: \$19 – \$23 per hour (based on experience)

About Century 21 Diamante

At Century 21 Diamante, we are one of the leading real estate firms in the stunning resort community of Sun Peaks, British Columbia. Located in the heart of Sun Peaks Resort, we are dedicated to helping clients find their ideal vacation homes, investment properties, and full-time residences. We offer the best of both worlds: the personal touch of a locally owned business and the global reach of the Century 21 network. Join our collaborative, dynamic team and become part of a growing company that fosters both community and career growth.

Position Overview

We are seeking a highly organized and detail-oriented Real Estate Transaction Coordinator to join our team. This key position is responsible for managing all administrative and operational aspects of the real estate transaction process, from contract to closing. In addition, the Transaction Coordinator will handle front-office responsibilities, including greeting clients, answering phones, and ensuring a welcoming environment for all visitors. This role requires effective coordination between buyers, sellers, agents, and other involved parties to ensure smooth communication, meet timelines and deadlines, and provide exceptional service. This permanent, year-round position offers a dynamic opportunity to work in a fast-paced, collaborative environment within a beautiful resort setting.

Key Responsibilities

- **Listing Management:** Create and manage new listings on MLS[®] and the company website to ensure timely and accurate representation of properties.
- **Sold Property Reporting:** Report 'sold' properties to the Real Estate Board promptly and accurately.
- **Document Management:** Order property-specific documents and strata reports as needed to support the transaction process.
- **Sign Installation and Removal:** Coordinate the installation and removal of property signs for listings.
- **Media Management:** Order and organize media (photos, videos, virtual tours, etc.) for new listings to enhance marketing efforts.
- **Office Displays:** Maintain office displays and ensure they are up-to-date with current listings and promotions.
- **Administrative Support:** Provide administrative support to ensure smooth office operations, including preparing reports and distributing correspondence.
- **Client Interaction:** Handle phone calls, emails, and inquiries professionally, providing exceptional customer service to clients and stakeholders.
- **Appointment and Calendar Management:** Schedule appointments, property showings, and manage the calendars for agents and clients.
- **Data Entry and Organization:** Organize and maintain filing systems, ensuring all records and transaction documents are filed and updated accurately.

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- **Event Coordination:** Assist with event coordination as needed, ensuring events run smoothly.
- **Confidentiality:** Handle sensitive information with discretion, maintaining confidentiality and professionalism at all times.
- **Transaction Coordination:** Serve as the point of contact for clients and agents throughout the transaction process, ensuring all necessary steps are completed on time.
- **Follow-ups:** Follow up with clients, agents, and other stakeholders to ensure the transaction is progressing smoothly and that all deadlines are met.

Qualifications

- Minimum 3+ years of administration or customer service experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Experience with HubSpot or similar CRM systems is a strong asset.
- Familiarity with Webforms and MLS systems preferred.
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Excellent written and verbal communication skills.
- Detail-oriented with strong problem-solving abilities.
- Ability to work independently and collaboratively within a team.
- Previous experience in a real estate office is an asset.
- Must have valid work permit for Canada.

Benefits of Working at Century 21 Diamante

- Competitive hourly wage based on experience.
- Opportunity to grow within a dynamic and supportive team environment.
- Work in a beautiful resort community with a commitment to work-life balance.
- Discounted ski pass for Sun Peaks Resort
- Become part of the global Century 21 network with access to industry-leading tools and resources.

Application Process

If you are interested in this exciting opportunity, please send your resume and cover letter to:

Email: cm@diamaterealestate.ca

Note: Only shortlisted candidates will be contacted.

Century 21 Diamante is an equal opportunity employer. We are committed to fostering an inclusive and diverse workplace where every team member is valued.