

## Real Estate Conveyance & Transaction Administrator

**Location:** Sun Peaks, British Columbia

**Employment Type:** Full-Time, Permanent

**Work Model:** In-Office

**Schedule:** Monday to Friday

### Employer: Century 21 Diamante

Century 21 Diamante is a licensed real estate brokerage operating in Sun Peaks, British Columbia. We specialize in residential, resort, and investment real estate and operate in compliance with all applicable British Columbia real estate regulations. As part of the Century 21 network, we maintain established systems, professional standards, and a long-term business focus.

Century 21 Diamante is a successful and small brokerage of 4 REALTORS<sup>®</sup> and growing. Our focus is Lifestyle and Recreational Real Estate involving resale and pre-construction sales. The brokerage has been in operation for approximately 20 years and changed brands in 2023 to accommodate our growth projections. We are looking for a responsible professional who is excited about real estate, and loves working in a fast-paced, fun team environment.

### Job Summary

Century 21 Diamante is seeking an experienced Real Estate Conveyance & Transaction Administrator (Unlicensed) to provide administrative, compliance, conveyancing coordination, and REALTOR<sup>®</sup> support services for residential real estate transactions from contract acceptance through completion and possession.

This role is strictly unlicensed and does not involve trading in real estate, providing real estate advice, drafting contracts, or performing any activities requiring licensure under the Real Estate Services Act (BC).

This is a permanent, year-round position. Due to the complexity of the role and the training investment required, we are seeking a candidate committed to long-term employment. This position offers opportunity for professional growth for individuals who demonstrate strong performance, reliability, and initiative.

## Key Duties and Responsibilities

### Conveyance and Transaction Support (Unlicensed)

- Coordinate administrative aspects of real estate transactions in accordance with BC real estate regulations and brokerage policies
- Manage conveyancing-related documentation, timelines, conditions, and required disclosures under the direction of licensed REALTORS<sup>®</sup>
- Track subject removals, completion dates, possession dates, and adjustments
- Liaise with lawyers/notaries, lenders, strata corporations, and internal team members
- Ensure transaction files are complete, accurate, and audit-ready
- Prepare Trade Record Sheets
- Coordinate trust payment processing under broker supervision
- Additional duties as required by the role

## **Listing & Documentation Administration**

- Prepare and manage listing and sale documentation as directed by licensed REALTORS<sup>®</sup>
- Create, update, and maintain MLS<sup>®</sup>, WebForms<sup>®</sup>, and transaction records
- Order and manage strata documents, BIRs, surveys, and other supporting property materials as needed
- Coordinate listing media and signage installation and removal
- Duties adapt to the various needs of the trade.

## **REALTOR<sup>®</sup> Support (Unlicensed)**

- Support REALTORS<sup>®</sup> with booking, scheduling, and coordinating property showings
- Assist with calendar management and transaction-related scheduling
- Provide administrative support to ensure deadlines and timelines are met
- Act as a point of contact for administrative communication between REALTORS<sup>®</sup> and external service providers
- Prepare & Upload MLS<sup>®</sup> Listings
- Duties adapt to the various needs of the trade.

## **Administrative & Systems Support**

- Maintain CRM records, internal databases, and reporting systems
- Prepare reports and distribute transaction-related correspondence
- Assign REALTORS<sup>®</sup> Leads
- Handle confidential and personal information in accordance with privacy legislation and professional standards
- Greet consumers, clients and guests
- Maintain Office appearance
- Duties adapt to the various needs of the office

## Required Qualifications

- Minimum 3 years of experience in real estate transaction coordination, conveyancing support, real estate administration, or related Real Estate Law experience
- Demonstrated understanding of British Columbia real estate transaction processes and compliance requirements (Example: FINTRAC, CREA, BCFSA, etc.)
- Experience using Lone Wolf (Transactions, Back Office, or related modules) for real estate documentation and file management
- Demonstrated experience using MLS<sup>®</sup> and WebForms<sup>®</sup>
- Demonstrated proficiency in Microsoft Office (Word, Excel, Outlook)
- Must have strong organizational skills and attention to detail
- Must have strong effective written and verbal communication skills
- Ability to work independently while supporting licensed professionals
- Valid authorization to work in Canada

## Potential Assets to the Role

- Familiarity with FINTRAC identification and record-keeping requirements
- An understanding of the Real Estate Codes & Regulations, Real Estate Boards, BCFSA, BCREA, etc.
- Cash / Trust management
- CRM experience (HubSpot or similar systems)
- Familiarity with real estate transactions

## Employment Conditions

- Permanent, full-time employment
- Full-time, salaried position based on a 37.5-hour work week
- Non-seasonal role
- Work location based in Sun Peaks, BC
- Flexible scheduling is available within business hours; core availability is required to support clients, REALTORS<sup>®</sup>, and transactions
- Overtime is not regularly required and any overtime, if approved in advance, will be managed in accordance with the BC Employment Standards Act
- Participation in brokerage related community events from time to time

## Compensation

Salary will be commensurate with experience, qualifications, and demonstrated expertise. The anticipated range is \$50,000 – \$65,000 per year, based on local market conditions within the Thompson-Nicola region.

Candidates with direct experience in British Columbia real estate transaction coordination and conveyancing may be considered at the upper end of the range. Compensation may be adjusted as responsibilities & position evolves.

## Benefits of Working at Century 21 Diamante

- Competitive salary based on experience
- Opportunity to professionally grow as brokerage expands
- Work with a dynamic, fun, and supportive team
- Work in a beautiful resort community with a commitment to work-life balance
- Discounted ski pass for Sun Peaks Resort
- Potential health benefits (currently being sourced)

Become part of the global Century 21 network with access to industry-leading tools and resources.

## Equal Opportunity Statement

Century 21 Diamante is an equal opportunity employer. We welcome applications from all qualified individuals. All employment decisions are based on qualifications, experience, and business needs.

## Application Process

If you are interested in this exciting opportunity, please send your resume and cover letter to:  
Email: [cm@diamanterealestate.ca](mailto:cm@diamanterealestate.ca)

We will only contact candidates who are shortlisted. This is a long-term, permanent position requiring commitment due to extensive training and onboarding; high turnover is not suitable for this role.