

Office Coordinator | Basic Admin & Computer Skills Required

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 in Sun Peaks, British Columbia, specializing in residential, resort, and investment real estate. As part of the Century 21 network, we maintain established systems, professional standards, and a long-term business focus.

Our brokerage is small but growing, with 4 REALTORS[®] and a focus on lifestyle and recreational real estate, including resale and pre-construction sales. We have been operating for approximately 20 years and rebranded in 2023 to support growth. We are looking for a responsible professional who is excited about real estate and enjoys working in a fast-paced, fun team environment.

Job Summary

This position provides general administrative support, front-desk duties, and client interaction. Prior real estate experience is not required, but candidates must have basic computer skills (Outlook, Word, Excel) and some prior office or administrative experience.

This role is strictly unlicensed and does not involve trading in real estate, providing advice, drafting contracts, or performing any activities requiring licensure under the Real Estate Services Act (BC). This is a permanent, year-round position with opportunities for professional growth for individuals who demonstrate reliability, initiative, and strong performance.

Key Duties and Responsibilities

- Greet clients and visitors; manage front desk and phone lines
- Perform general administrative tasks: data entry, document management, and filing
- Support REALTORS[®] with booking, scheduling, and coordinating property showings
- Support team members with office tasks
- Create and upload property listings to MLS[®] and brokerage systems
- Assist with preparing listing documentation and coordinating listing media
- Coordinate listing media and signage installation and removal
- Maintain office appearance and supply inventory
- Other duties as needed to support the office

Required Qualifications

- Basic computer skills (Outlook, Word, Excel); familiarity with web-based systems and online tools; must be confident navigating computers independently
- Some prior office or administrative experience required
- Strong organizational and communication skills
- Professional, reliable, and able to work independently
- Able to work 5 days/week (Monday–Friday)
- Legal authorization to work in Canada

Employment Conditions

- Permanent, full-time employment (37.5-hour work week)
- Work location based in Sun Peaks, BC
- Non-seasonal role
- Overtime is rare and, if required, will follow BC Employment Standards
- Participation in brokerage-related community events as needed

Compensation

\$20/hour

Benefits of Working at Century 21 Diamante

- Competitive wage
- 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

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.

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