

### ***Position Title:***

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*Real Estate Coordinator*

### ***Purpose of the Role:***

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Support property requirements including identification of potential lease, licence, fee simple, partial taking or easements etc. for numerous sites associated with various infrastructure projects including transit, energy or telecommunications networks. Assist with coordination and input on planning, reporting and databases associated with various real estate and planning projects.

### ***Key Responsibilities:***

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- Assist with support and system input on real estate associated with transit infrastructure planning and design.
- Track, document and provide input on proposed property takings
- Be responsible for reporting on property requirements and status of acquisitions.
- Document and manage legal document schedules for infrastructure projects
- Assist with the coordination and procurement of any background site or right of way material including surveys, arborist reports, planning reports, title searches and environmental and engineering studies.
- Responsible for securing existing building or infrastructure site and design drawings from property, land or building owners.
- Coordinate and track property plate version control changes and database version management.
- Coordinate property presentations for property to landowners, landlords, developers or property managers.
- Attend and present proposals to Owners, Directors, Executive Committees, Board of Directors, Community Associations, Councilors if required.
- Provide property acquisition status reports to clients.

*Other general responsibilities as assigned.*

### ***Knowledge & Experience***

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This position requires specialized knowledge and/or experience in the fields of real estate and site acquisition processes (some experience in telecom), transit and energy real estate, property plate development, real estate principles, geowarehouse, database inputs, property management and real estate law and leasing conditions.

### ***Skills & Competencies***

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- Strong communication and analytical skills including presentations and report writing
- Excellent organizational skills
- Experience with geowarehouse and land registry documentation
- Strong negotiation and closing skills.
- Knowledge in Legal & Real Estate principles and standards
- Lease contract conditions
- Strategic and conceptual thinking
- Well developed inter-personal skills

- Ability to multi-task and prioritize various projects
- Proficiency in lease/legal terminology
- Good computer skills with proficiency in Microsoft Word, Excel, Acrobat, Map Info, Visio etc.

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If interested please send cover letter and resume to  
[robin.comfort@solaceconsultinginc.com](mailto:robin.comfort@solaceconsultinginc.com)