
Job Title: Real Estate Coordinator
Employment Status: Temporary Full-Time
Reference Code: 615
Closing Date: January 21, 2020
Location: Midhurst, Ontario



Position Summary

The Real Estate Coordinator will assist the Real Estate Manager (REM) as directed, to provide client departments with services including the selection, negotiation, appraisal, acquisition, management and disposal of real property and property rights including: negotiate leases, license, easements and other limited interest agreements on behalf of the County of Simcoe.

Position Requirements

1. Completion of Grade 12, plus a two year community college diploma in Real Estate/Law Clerk or related field, or equivalent municipal real estate experience.
2. A minimum three (3) years of related experience in a similar role in the public or private sector is required.
3. Thorough knowledge of real estate principles including real estate and expropriation law, agreements of purchase and sale, commercial/ residential tenancies, and applicable legislation, appraisal, surveying and land use planning.
4. Outstanding business communication and customer service skills.
5. Excellent understanding of property leases and related landlord/tenant law, the Expropriation Act, Landlord Tenant Act and related legislation.
6. Strong and proven multi-tasking skills with an ability to handle multiple projects and rapidly changing priorities.
7. Strong computer systems literacy along with hands on experience in SAP, Email, Calendar Management, Word, Excel, Property related software i.e. Teraview, GIS property database systems, Geo-warehouse, working with large database programs.
8. Strong interpersonal, team building and communication skills and the ability to work effectively with, and communicate to a wide range of managers, directors, consultants, lawyers and the general public.
9. Ability to understand and process complex financial transactions, statements of adjustments, funds requests, review legal fees etc.
10. Valid Ontario Class G Driver's License and access to a reliable vehicle is required.

Compensation

\$27.77 - \$32.43 per hour (as per Collective Agreement)
Union: Canadian Union of Public Employees (CUPE 5820.01)

To Apply

View the job description and submit your application online at www.simcoe.ca/jobs

The County of Simcoe thanks all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted. No telephone calls please.

Personal information provided is collected under the authority of the Municipal Act (2001) and will be used to determine eligibility for employment. The Corporation of the County of Simcoe is an Equal Opportunity Employer, and will provide employment accommodation upon request.