

## JOB DESCRIPTION

BCGEU

1. Position No. 81466	2. Descriptive Working Title Real Estate Administrative Coordinator		3. Present Classification CK 5
4. Branch Development & Asset Strategies	5. Department Real Estate & Portfolio Renewal	6. Work Location Hybrid- Site Central	Date Aug 2018 Revised Oct 2023, Aug 2024
7. Position No. of Supervisor 81179	8. Descriptive Work Title of Supervisor Supervisor, Real Estate Portfolio Administration		9. Classification of Supervisor AO 3
10. Job Summary:			

Reporting to the Supervisor, Real Estate Portfolio Administration, the Real Estate Administrative Coordinator provides administrative services for a variety of real estate activities performed by the Real Estate team.

He/She/They drafts and coordinates real estate documentation and facilitates the flow of information between external legal teams and the organization's Operations, Finance and Legal Services departments. This includes coordinating conveyancing activities for property purchases and dispositions, such as Provincial surplus land and Group Homes, and assisting in Crown Grant applications, Indigenous Consultations, leases, licenses, short-term rentals, and statutory rights-of-way.

11. Duties:	
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1. Drafts, reviews and coordinates the execution and distribution of a variety of legal documents, including contracts of purchase and sale, conveyancing documents, leases, licenses, agreements, and contracts. Liaises with realtors, lawyers, consultants, regulators, and BCH operating and financial staff to gather and provide information relating to each transaction. Coordinates signatures and forwards them to Legal Services for final review and execution by the budget authority in the Development & Asset Strategies branch.
2. Performs due diligence activities as required for each transaction, including title charges research, arranging appraisals/surveys, and ordering deposit orders. Reviews statements of adjustments and Property Transfer Tax calculations, ensuring closing funds are paid upon Executive Committee (ExCom) approval. Coordinates authorizations in accordance with ExCom approvals and processes payments through the assigned system.
3. Gathers requirements, coordinates, and drafts Crown Grant Applications, government surplus property applications, as well as unsolicited offers to purchase Provincial Rental Housing Corporation (PRHC) properties for review by the Manager, Real Estate Services.
4. Coordinates requests for modifications of Crown charges (such as restrictive covenants and reverters) on title. Research issues and prepares justification for review, including correspondence with Ministry and BCH staff for approval of requests and completes modification requests as needed.
5. Supports the Manager, Real Estate Services by analyzing, researching, and reviewing requests from municipalities, utilities, and others for Statutory Rights-of-Way on PRHC-owned property and prepares documentation for review and execution by the legal department.
6. Provides Land Title and BC Assessment research services to the Real Estate team as required, including detailed property development and ownership history.
7. Maintains and updates the property database, ensuring data integrity and setting up project tracking systems for critical information for all active files. Gathers application information, maintains related files, and tracks and reports on application progress.
8. Creates and generates statistical reports on real estate activity, property, and lease inventories on a regular

and ad hoc basis. Conducts preliminary analysis of issues and trends and provides feedback to the Real Estate team. Investigates, researches, and prepares preliminary/draft status reports, briefing notes and ExCom/ PRHC submissions and external client submissions.

9. Assists with Request for Proposals (RFPs) for procurement of consultant/contractor services and performs related due diligence. Reviews proposals, prepares background information as requested, and drafts offer and rejection letters, service contracts, purchase order requisitions, and work orders based on approved quotes and negotiated terms.
10. Processes invoices in accordance with contract provisions, monitors service contracts for expiry date and accumulated values, identifies and arranges for change orders and prepares and distributes contract addendums as required.
11. Provides backup support and assistance to the Real Estate Financial Administrator as needed.
12. Organizes and coordinates events and meetings; distributes mail; processes travel claims, credit card statements and invoices for payment; and maintains attendance records including, vacation and flex day schedules.

**Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.**

**STAFFING CRITERIA**

1. Position No. 81466	2. Descriptive Working Title Real Estate Administrative Coordinator	3. Present Classification CK 5
4. Education, Training and Experience		

Completion of a post-secondary diploma or certificate in Business or Program administration or, Real Estate.

Completion of a certificate in Legal/Paralegal Administrative Assistant or other relevant discipline.

Considerable progressive experience in high-volume office administration, conveyancing, legal/notary office or real estate office in a computerized environment.

Sound experience in drafting and reviewing legal documents, contracts and procurement services.

Or an equivalent combination of education, training, and experience acceptable to the employer.

5. Knowledge, Skills and Abilities
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**Core Competencies:**

- Personal Effectiveness
  - Communication
  - Results Oriented
  - Teamwork
  - Service Oriented
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- Considerable knowledge and understanding of practices and processes associated with real estate administration.
  - Considerable knowledge and in-depth understanding of contract law, legal agreements, legal instruments, property conveyancing and registration processes specific to real estate.
  - Considerable experience with the due diligence process and the review and preparation of service agreement summaries for transfer or termination upon sale.
  - Sound knowledge of Crown Land application processes and Indigenous consultation, BC Land Title Administration, and associated processes.
  - Sound knowledge of data retrieval, including titles, legal plans, charges, provisos and notations, assessment data searches, environmental registry, archaeological searches, and company and society searches.
  - Sound knowledge of Torrens system, SharePoint, Microsoft Office Suite and enterprise applications such as JDE, Oracle.
  - Some knowledge of accounting principles and processes
  - Considerable skills and understanding of business tools, templates, and processes to support real estate administration functions.
  - Excellent mathematical aptitude, analytical, research and problem-solving skills, and attention to detail.
  - Excellent verbal and written communication and interpersonal skills to function effectively as part of a team.
  - Ability to exercise tact, diplomacy and good judgment when dealing with a broad range of audiences in a fast-paced, deadline-oriented environment.
  - Demonstrated ability to take initiative and work under the direction of several people.
  - Ability to respond to shifting priorities without compromising quality.

6. Occupational Certification
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