

## **Build your career in commercial real estate!**

We are currently looking to hire a Client Service Coordinator at Frontline Real Estates Services Ltd. In this role you will work closely with a small group of our commercial agents, supporting them by completing detail-oriented work so they can elevate their time to focus on relationship building and, ultimately, executing transactions.

This role requires a great amount of attention to detail, problem solving skills, organization, and a proactive work ethic. You will gain an in-depth understanding of your team's goals and how you contribute to achieving them.

In this role, you will manage the in-office portion of deal writing and drafting listings as well as assisting the Director of Marketing with marketing initiatives. These responsibilities will involve direct communication with clients, coordinating timelines, arranging meetings and delegating tasks.

The team's various systems and infrastructure will also be yours to manage, update and implement depending on current goals and areas of focus.

This role would be ideally suited for someone with a background in real estate, law, or lending but if you have a high level of attention to detail, are looking to build your career, and enjoy a high-performance work environment that is highly rewarding then this role is made for you!

## **About Frontline Real Estate Services**

Frontline Real Estate Services Ltd. is the "across the bridge" real estate brokerage. We've earned a name for ourselves in the commercial and new residential real estate spaces across the Fraser Valley and Suburban Metro Vancouver. Frontline's success is built on the strengths of each broker, employee and partner.

Visit [www.FLRE.ca](http://www.FLRE.ca) to learn more about the company's history, service offerings and all the wonderful people you would be working with.

## **Our Commitment: Equal Opportunity Employer**

Frontline Real Estate Services is an equal opportunity employer, and we are committed to building and maintaining a workforce diverse in experience, skills and knowledge. All our employment opportunities are equal and do not discriminate based on race, color, religion, creed, age, sex, gender, gender identity, gender expression, sexual orientation, national origin, citizenship, disability, marital status, protected veteran or military service status, or any other elements protected by law.

Any information relating to the need for accommodation and accommodation measures relating to your employment will be addressed confidentially.

Frontline Real Estate Service's core value of "Better Together" is a commitment to employing the best talent with the most fair and equitable recruitment and hiring practices.

**Employment Requirements & Assets:**

- Completion of a one or two-year college or other program for administration
- Experience working in a professional business environment
- Experience in real estate is an asset
- Proficient in Microsoft Office (Word, Excel, Outlook, Teams)
- Experience using a CRM program (Salesforce) is an asset
- Strong written and verbal communication skills
- Strong organizational skills
- Ability to meet deadlines in a fast-paced work environment

If you are interested in this opportunity, click [here](#) to apply.

**Working Conditions**

Full-time at our Langley office. Workweeks are 5 days, Monday to Friday, 8 hours per day, starting at 8:30 am in the morning

Please note: if you are chosen for an interview, you will be contacted to complete compulsory light personality testing.