

Work Description for Land Client Service Coordinator

Build your career in commercial real estate!

We are currently looking to hire a Client Service Coordinator at Frontline Real Estates Services Ltd. 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 FLRE.ca to learn more about the company's history, service offerings and all the wonderful people you would be working with.

Core responsibilities for Land Client Service Coordinator include but are not limited to the following:

- Perform a variety of internet research tasks, filing and data entry
- Build and maintain inventory system of opportunities
- Research property ownership
- Research zoning and Official Community Plans as required by agents
- Pull research reports from major firms (quarterly) and distribute to agents
- Assist in developing quarterly prospecting strategy by researching neighbourhoods for potential opportunities
- Track sale comparables – land and end product revenue
- Create prospecting call lists for agents
- Data analysis/synthesis
- Analyze properties for value, development potential, etc.
- Develop a deep understanding of the various end product types (ie. townhouse, condo, etc.)
- Assist in maintaining mapping system
- Research and prepare market information to support marketing initiatives
- Coordinate with Marketing Director on all marketing initiatives/campaigns
- Write and prepare listing proposals for agents as needed
- Compile content for listing brochures
- Create mailing lists for listings, campaigns, mailers, etc.
- Prepare letters to clients/prospects on behalf of agents
- Execute listing/closing checklists

- Draft listing agreements, addenda, contracts
- Maintain listing, deal, sale, business and contact information in CRM
- Prepare, key in, edit and proofread agent correspondence, documents, reports and related material as required
- Coordinate offers and necessary supporting documents with agents
- Conveyance procedures in relation to agent deal documentation. Review, evaluate and email agents and/or clients for required items, manage deal audits
- Pipeline reporting
- Daily accountability tracking
- Coordinate and manage booking Centre of Influence meetings for agents
- Communicate with property owners and clients as directed by agents
- Liaison between professional services – accountants, lawyers, healthcare, property managers, etc.
- Book personal services as required by agents – vehicle related items, flights and travel itineraries, meal delivery, lunch and dinner reservations, etc.
- Personal banking
- General office functions pertaining to operating office equipment (copying, scanning, mail etc.)
- Attend daily morning team huddles
- Attend weekly marketing meetings
- Attend weekly administration meetings
- Attend annual company performance meetings
- Perform any other duties related to the position of Land Client Service Coordinator as directed by the Senior Land Client Service Coordinator, partners and agents

Employment Requirements & Assets

- Completion of secondary school is usually required
- Completion of a one or two-year college or other program for administration
- Experience working in a professional business environment
- Experience in real estate
- Strong attention to detail
- Proficient spoken and written English
- Punctual, meticulous and reliable
- Experience using Salesforce and/or other CRM programs is an asset

Working Conditions:

Our office hours are Monday – Friday from 8:30 am – 4:30 pm, however, your work hours may vary based on the flow of business.

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