

## Job Description for Land Client Service Coordinator

Build your career in commercial real estate!

We are currently looking to hire a Client Service Coordinator for our Land division at Frontline Real Estate Services. This role requires a great amount of attention to detail, problem solving skills, 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 portions of deal writing and property listings. The team's various systems and infrastructure will also be yours to manage depending on goals and areas of focus. Your responsibilities will involve direct communication with clients, coordinating schedules, arranging meetings, and executing tasks efficiently.

This role is 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 agent, employee and partner.

Visit [FLRE.ca](http://FLRE.ca) to learn more about the team, company's history and service offerings.

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

- Manage the in-office portions of deal writing and management from open offer to completion (on a deal-by-deal basis, may involve regular interaction with clients for various tasks)
- Manage the in-office portions of property listings (on a listing-by-listing basis, may involve regular interaction with clients for various tasks)
- Management of various systems and infrastructure on behalf of the Land team (specific list will vary depending on the goals/priorities of the team at given points in time)
- Coordinate necessary project timelines and meetings for the team
- Create materials for smaller scale prospecting/marketing initiatives for the team (letters, property overview materials, etc.)
- Collaborate with Marketing division on execution of marketing initiatives/strategy of the Land team
- Respond to general inquiries and provide information as needed, while maintaining confidentiality of sales, marketing, client and proprietary information
- Coordinate schedules / appointments / recurring meetings for sales team members / accountability tracking
- Perform a variety of internet research tasks and data entry / data analysis / synthesis
- Build and maintain inventory system of opportunities
- Research zoning and Official Community Plans, as required by agents
- Assist in developing prospecting strategy by researching neighbourhoods for potential opportunities
- Track sale comparables – land and end product revenue
- Create prospecting call lists for agents
- Analyze properties for value, development potential, etc.
- Assist in maintaining mapping system
- Prepare listing proposals for agents as needed
- Create mailing lists for listings, campaigns, mailers, etc.
- Prepare letters to clients / prospects on behalf of agents
- Maintain listing, deal, sale, business and contact information in CRM
- Prepare, edit and proofread agent correspondence, documents, reports and related material

- Understand and conduct conveyance procedures in relation to agent deal documentation. Review, evaluate and manage deal audits
- Book services as required by agents – vehicle related items, flights and travel itineraries, meal delivery, lunch and dinner reservations, etc.

### Reporting

Reports to: Senior Land agents (currently comprised of Founding Partner, Justin Mitchell & Residential Development Land Specialists, Megan Johal and Adam Lawrence).

### Education / Qualifications / Experience

- Completion of secondary school
- Completion of a one or two-year college or other program for administration
- Experience working in a professional business environment
- Experience in real estate in an asset
- Real Estate Trading Services licence is an asset
- Experience using Salesforce and/or other CRM programs is an asset
- Advanced skills with Microsoft Office Suite, internet research and web publishing skills

### Core Competencies

To perform this job successfully, a candidate must possess the following core competencies:

- High level attention to detail
- Proactive approach / take initiative & responsibility for work
- Ability to learn necessary skills/tasks independently
- Strong problem-solving skills using logical reasoning
- Strong organizational skills, highly productive
- Accountable and reliable
- Ability to reprioritize and meet deadlines
- Strong work ethic – professional, driven to succeed, ability to consistently produce high-quality work
- Ability to maintain a high degree of discretion and confidentiality
- Ability to comprehend and interpret instructions, short correspondence, and memos
- Ability to write routine reports and correspondence

### Benefits

- Competitive extended group benefits: life insurance, accidental death and dismemberment, LTD and extended health and dental (after 3-months)
- RRSP matching program (after 3-months)
- Comprehensive career development plan
- Professional development opportunities

### Work Conditions

The successful candidate will work at Frontline's head office in Langley B.C. Office hours are Monday – Friday from 8:30 am – 4:30 pm, however, due to the nature of the role, the candidate may be required to work weekends or extended hours as necessary.

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

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