
Organization: Whitney & Company Realty Limited, Brokerage
Position Title: Commercial Team Coordinator – Full Time, Permanent
Reports to: COO
Location: Waterloo, Ontario – In office position

JOB SUMMARY

We are seeking a Coordinator to join our Team, who will play a crucial role in assisting the commercial sales team with administrative and sales tasks, from beginning to end. In this role you will be responsible for preparing documents, scheduling appointments, detailing property features, attending showings and coordinating between key departments. This position requires an assertive and organized individual with attention to detail, and the ability to focus on tasks for extended periods of time. You must be an analytical thinker, strategic problem solver and self-motivated, while also being able to take direction, work independently, and communicate clearly.

THE OPPORTUNITY

We are a leading real estate brokerage in Southwestern Ontario, specializing in commercial real estate with offices in Waterloo and Toronto. Whitney & Company is locally owned and operated, with a connected team that values communication and works hard to deliver top results.

We believe in people development, by positioning our employees for growth. We want to help you enhance, highlight and expand upon what you already do best. We offer flexibility and encourage employees to pursue interests to achieve a healthy work-life balance. We offer a competitive salary and a comprehensive benefit package. This is a great opportunity to work directly with, and learn from, top award-winning sales representatives in the commercial real estate industry and have fun while doing it. Our team is very social and enjoy getting together and celebrate the team environment that is WHITNEY.

KEY ACCOUNTABILITIES

- Assist the Commercial Team with oversight of all sales operations
- Update, maintain and ensure accuracy of internal files, databases, and reports, including tracking of all important notice and option dates
- Aid Commercial Team, clientele, and other stakeholders with paperwork and ensure the completion and correctness of all transaction documents, including trade records, listing agreements, term sheets, schedules, status reports, referral agreements, presentations, demographic analysis, valuations, etc.
- Facilitate ongoing communication amongst the operations team at WHITNEY to ensure that documentation, marketing packages and listing information is properly assembled and executed
- Develop and evaluate business plans and strategies – meetings, whiteboard, shared notes, etc.
- Create and manage Commercial Team with financial and document tracking
- Development of database(s), including setting up a CRM for the Commercial Team
- Entering client information into the client database system
- Collect and review market research and statistical information used for monthly and annual reports
- Assist with typing, filing, photocopying, binding, and misc. office responsibilities
- Manage appointments, meetings, and conference calls
- Assist with miscellaneous duties as assigned

QUALIFICATIONS

The ideal candidate will possess the following knowledge, experience, skills and attributes:

- 2+ years' experience in a professional office, ideally gained in the real estate sector
- Previous experience in a team coordination role is preferred
- Excellent organizational and time-management skills
- Able to understand priorities, meet tight deadlines and juggle multiple competing tasks
- Attention to detail and a commitment to accuracy
- Proficiency in Microsoft Office and CRM software
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- **Must** have a vehicle and valid G driver's license

EDUCATION AND EXPERIENCE

- A high school diploma or equivalent is required, having a Bachelor's Degree is a plus

DON'T MEET EVERY CRITERIA? APPLY ANYWAY!

We value diversity and recognize that not every candidate may meet every listed criteria. If you are enthusiastic about the role and believe you can contribute to our team, we encourage you to apply. We are committed to considering all qualified applicants.

SALARY RANGE

\$50,000 – \$55,000 annually + company paid comprehensive benefits

If you think you could be a fit with our culture and would like the opportunity to take this role to the next level, we would love the opportunity to interview you!

HOW TO APPLY

Please email your resume, or any questions regarding this opportunity to careers@whitneyre.com.

WHITNEY & Company Realty Limited is an Equal Opportunity Employer and is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process – including the online application and/or overall selection process – you may email us at info@whitneyre.com.