

Transaction Coordinator

Nyrose & Associates is growing and we have a rewarding opportunity for an organized administrative professional with some real estate administrative experience, If you love to organize, stay on target, keep others on track, and provide the support needed to help a busy organization continue to grow, then this position might be for you!

Working with our operations, administrative and marketing team, this position is an integral part of ensuring the overall success of our real estate transactions and new development sales.

- Collaborate with team to coordinate and execute critical path timelines and ensure advertising campaigns are on scope, budget and timeline.
- Maintain marketing and administrative collateral and inventory
- Assist with planning client and agent events
- Assist in the day-to-day operations of our successful real estate operations
- Provide administrative support to the team
- Provide transaction coordination and support for all real estate transactions
- Assist with social media management
- Maintain an evolving understanding of the Kelowna real estate market, including new home developments
- Assist with project launches
- Accurately convey instructions to suppliers for successful results/output on time and budget
- Manage evolving priorities and timelines
- Gather and analyze data to provide insight on brands, competitors and market trends
- Measure and report performance of marketing campaigns and assess against goals and timelines
- Customer service for new home buyers
- Assist in the set-up and ongoing coordination of new home sales offices
- Assist in organization of open houses

Required skills and qualifications

- Two or more years of experience in project management, real estate administration or administrative roles
- Hands-on experience and results in coordinating successful projects and/or campaigns
- Proven success in fast-paced environment, working both individually and as a team member
- Exception verbal and written communication skills
- Strong attention to deadlines and budgetary guidelines
- Ability to prioritize and manage multiple deadlines and timelines
- Social Media and content creation
- Creative, curious and analytical

Prior experience in real estate is preferred. Please send cover letter with salary expectations, along with your resume in PDF format to michelle@kelownarealestatepros.com