

## **REAL ESTATE SPECIALIST-Calgary**

The Real Estate Specialist will report to the Vice President Real Estate. They will be responsible for timely, accurate and efficient management of the sale of the client's properties. His/her responsibility will include preparation of marketing and status reports, offer negotiation and cost benefit analysis as required for the client. He/she will maintain timely and effective communication with the Vendor Management Coordinators, Realtors, law firms, appraisers and clients. He/she will maintain a neat and clean workplace, making the most efficient use of company resources and equipment.

### **WORK EXPERIENCE**

- must have 2-3 years current real estate experience, a real estate license is beneficial
- highly organized, self starter
- excellent customer service levels and communication
- articulate, reliable and confident
- computer skills a must

Note: If you do not have an active or "on hold" real estate license, please do not apply

Job Type: Full-time

Required education:

- Diploma/Certificate

Required experience:

- real estate: 2 years

Please send all resumes to: Anne Young [younga@veranova.ca](mailto:younga@veranova.ca)