

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Real Estate Technician

Planning & Building Department

Under the coordination of the Real Estate Coordinator and supervision of the Chief Planner, the Real Estate Technician is responsible for assisting with land transactions, maintaining land inventories, some property management and providing real estate information about City properties.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma;
- Post-secondary certification in property administration, real estate, legal, or related field;
- Minimum two (2) years' experience in real estate or legal office setting;
- Must possess a valid Class 5 driver's licence.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Coursework through the Real Estate Institute and/or International Right of Way Association and/or a specified Real Estate or IRWA courses. Equivalencies such as five or more years' experience working in Real Estate, administration or a related field (e.g. Legal office or Land Titles Registry) may be considered;
- Knowledge of legislation pertaining to local government, in particular The Planning Act, The Municipal Act, and The Real Property Act or other relevant legislation;
- Experience with Teranet Manitoba would be an asset
- Experience with municipal government.

Competition # 220076

Please apply with a cover letter and resume on-line at: <http://jobbank.brandon.ca>

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees.

Posted on: June 23, 2022

The selection process for this competition will consist of testing and an interview.

Applications will be accepted until
11:59 p.m. on July 8, 2022.

The City of Brandon reserves the right to underfill this position

Rate of Pay:

\$28.01 – \$28.52 per hour - 2022 rates

Position Conditions: This full-time, permanent position (36.25 hours per week) will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!

Serving and Building Community!