



Real Estate Broker, Property Management - Alberta

Do you aim high? Are you genuinely helpful? Are you looking for a place where you can make a difference, receive ongoing support and training, and build a rewarding, long-lasting career? Then you may be a good fit for FirstService Residential, North America's foremost property management firm. We're all about our associates, and as we continue to grow, we're looking for even more quality people who share our dedication to doing what's right, improving residents' quality of life, building great relationships and truly making a difference for their clients, their colleagues and themselves.

Is that you? If so, we think you should get to know us.

FirstService Residential Alberta is currently seeking an experienced, qualified **Broker** to join our team and oversee our Brokerage in accordance to the Real Estate Act of Alberta.

Reporting to the President, the **Broker** will ensure that all professionals and employees of the brokerage follow legislative standards and brokerage policies and procedures.

Broker responsibilities will include:

- Establish, maintain and revise as necessary policies and procedures in relation to brokerage and licensee' practices
- Train and develop new licensee professionals
- Ensure proper management and control of all licensing requirements
- Maintain and or delegate control and responsibility for trust accounting procedures within the brokerage as required and applicable
- Ensure adequate levels of supervision of all licensee's
- Investigate and resolve complaints filed by clients or customers of the brokerage
- Ensure industry professional competence
- Point of Contact with the Real Estate Council of Alberta on all brokerage related matters
- Establish proper management and control of all accounting records and delegate accordingly
- Ensure licensees renew and re-certify as needed to maintain license
- Review, negotiate and execute legal agreements

Qualifications

- Minimum of 5 years **Broker** experience, with property management experience
- An assertive/positive team player who can manage tasks for crucial deadlines
- A detailed individual capable of managing several tasks
- Ability to read, analyze, and interpret technical procedures, leases, regulations or documents with a similar degree of complexity.
- Strong interpersonal skills
- Strong leadership skills including a proven ability to influence
- CPM®, ARM® or other recognized property management designation

Please send your cover letter and resume to Andrea Alexander, Human Resources Manager at andrea.alexander@fsresidential.com.

We thank all applicants but only those selected for an interview will be contacted.