



Real Estate Administrator **Hybrid remote in Vancouver, BC**

October 2024

Cypress Land Services is looking to add a Real Estate Administrator to our growing team! This is an exciting opportunity to be part of a team that improves telecommunications for Canadians.

The team at Cypress values excellence, integrity and collaboration and are looking for a candidate that holds the same values. We offer a friendly, team-oriented and flexible work environment. Our employees work a 37.5 hr work week. We offer competitive compensation, health and dental benefits.

Our ideal candidate has:

- **5+ years of related experience in real estate, land, legal office, or similar environment.**
- Must be organized and be able to multi-task with ease with strong written and verbal communication.
- Technological proficiency regarding computer software, which may include Microsoft, Google, Adobe products. Knowledge in land systems considered an asset.
- Exceptional organizational skills and attention to detail.
- A valid driver's license and clean driving record.

Responsibilities:

- Create and maintain documents related to client projects
- Work closely with Projects Managers to ensure team is on track to meet milestones
- Pull and review titles in Alberta, BC and Saskatchewan
- Execute on general administrative duties, such as creating various communication materials and maintaining mailing lists
- Coordinate a variety of reports to support projects and applications
- Travel locally to apply or register for permits

Required skills:

- Outstanding interpersonal and customer service skills
- Strong written and verbal communication skills
- Exceptional interpersonal skills
- Ability to prioritize projects with ease
- A team player with a strong sense of responsibility and self-motivation
- *Degree, certification or association membership considered an asset*
- *Solid understanding and strong knowledge of land documents, applicable legislation and regulations considered an asset*



How to apply:

Thanks for your interest in this role.

If you think you would be a good fit, **please submit a cover letter and resume outlining your experience and skills to: careers@cypresslandservices.com**

About Cypress Land Services:

Cypress Land Services has a proven track record of successful land acquisition, regulatory approval and project management throughout BC, Alberta, Saskatchewan, and Manitoba since our inception in 2013. Our success has been built from our positive reputation, skills and relationships with large property owners, First Nations, and local government.

The team at Cypress values excellence, integrity and collaboration and offers our employees a friendly, team-oriented and flexible work environment. Our offices are located in Vancouver and Calgary.

To learn more about us visit www.cypresslandservices.com