

Position: Conveyance Manager

Reports to: Director of Conveyance

Job Type: Contract until January 2023 (with opportunity for extension)

About rennie & Our Culture

We are real estate at its thoughtful best. We see real estate as a means to build better communities and improve lives. For more than 40 years, we have been leaders in the field because we consistently put people and relationships first.

Integrated under rennie are Developer Services, Consumer Services, and rennie Museum. Founded on collaboration, we intentionally foster a supportive environment between our inhouse Intelligence, Technology, Conveyance, Finance, Marketing, and Advisor Teams. Together, we are the definition of strength in numbers, and individual success is team success.

We have partnered with developers throughout Western Canada and Washington State to help acquire, plan, design, market and sell some of the region's largest and most successful communities. Integrating market intelligence, strategic perspective, and industry experience, our head office team of 90 and more than 160 Realtors in the field work seamlessly to deliver products and sales to build clients' brands and ensure continued success. Whether our clients are buying a home, selling a home, or building a community, they can depend on rennie and our team of trusted advisors to bring expert knowledge and trusted experience, while delivering exceptional service.

The main office of rennie is headquartered in Vancouver's Chinatown district in the historic renovated Wing Sang building, originally built in 1889. The spectacular space includes an inhouse museum, a rooftop garden with stunning views of the city, and unique collaborative workspaces.

About the Opportunity

Taking the lead from the Director of Conveyance, the Conveyance Manager works closely with advisors, lawyers, other brokerages & conveyance coordinators to ensure real estate transactions are following correct protocols and procedures. The conveyance manager's role is to help create and implement new initiatives, while managing the conveyance coordinators and assistants. This position will be ideally suited to someone who is a detail oriented, a problem solver, team leader, and has a passion for real estate. This is a maternity leave contract starting from Sept 2021 – Jan 2023 with the opportunity for extension.

Duties and Responsibilities:

- Provide status reports to realtors regarding sales transaction, commissions and expenses and general inquiries.
- Reviewing contracts and paperwork for completeness and compliance
- Ensure realtors are following office procedures
- Liaise with realtors (any issues, follow up on check list items and trade related issues)
- Ensure conveyance of all transactions (e.g. liaise with lawyers, notaries, and cooperating brokerage, confirm commission, send excess deposit, provide reg. numbers to agents)



- Receive commissions in appropriate accounts
- Commission payouts (pay agents, pay referral fees and allocate office splits)
- Running a report biweekly for the incentive program
- Invoice agents for expenses
- Work with RDS conveyance on project closings
- Onboarding new agents
- Managing the team and having weekly meetings
- Monthly Accounting Reconciliations
- Ensure that our system is up to date with transactions, closings etc
- Help implement new initiatives by working closely with the Director of Conveyance
- Sending out financial documents to the advisors (Quarterly/ Yearly Tax Reports & T4A)
- Liaising internally with colleagues on file allocation and file progress
- Training employees; planning, assigning and direct work; appraising performance; rewarding and providing feedback to employee; addressing areas for improvement and resolving problems.

Desired Skills/Experience:

- Detail oriented
- Team Player
- Familiar with Lonewolf
- Comfortable in a fast-paced high volume environment
- Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions
- Oral Communication: Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills
- Written Communication: Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information
- Leadership: Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others
- Managing People: Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth
- Previous real estate and/or managing experience required
- Conveyance/manager experience 3-5 years
- Experience dealing with demanding clients and stakeholders (both internal and external)

Compensation and Benefits:

- Competitive salary based on experience
- Extended healthcare benefits
- Eligibility for participation in our extensive bonus program based on performance

How to Apply: Are you interested in working for an industry leader alongside an amazing team? Please send resumes / inquiries to careers@rennie.com indicating **'Conveyance Manager'** in the subject line of your email. We thank all candidates for their interest, however, only select individuals will be contacted. For more information, please visit: <https://rennie.com/about>

