



BROKER ASSISTANT - JOB DESCRIPTION

The Brokerage Assistant will not perform any trading services requiring BCFSA licensing.

Compliance, Document Control, Office Admin

- FINTRAC Compliance Officer: serve as the primary point of contact for AML/ATF regulatory matters. You will support the Managing Broker in maintaining a robust compliance program ensuring all real estate transactions and client identifications meet legal requirements under the PCMLTFA and BCFSA.
- Oversee the brokerage email that receives confidential documents, saving to folders.
- Maintain a flawlessly organized brokerage server for all transaction records.
- General office administration: agent scheduling, running errands, ordering supplies, maintain office conditions.

MLS Coordination for Listings:

- Obtaining public information from municipalities, mapping sites, Fortis elec & gas charges.
- Ordering strata forms, pulling titles and registration docs from LTSA.
- Create draft listing in MLS: data upload, arrange photos, upload docs.
- Periodically refreshing listing content: rearranging photos, refreshing property remarks.
- Coordinate all MLS updates (activations, price changes, extensions) for the team.
- Draft property descriptions.

Transaction Coordinator:

- Manage the digital signature workflow via DocuSign.
- Understanding FINTRAC requirements and obtaining (Individual/Corporate IDs).
- Prepare contracts, addendums, and amendments using established templates.
- Working from checklists to ensure compliance with mandatory documents and forms.
- Saving signed documents to the server. Organizing folders.
- Manage critical due dates in shared calendar.
- Create Transaction Manual with checklists and templates.

Marketing & Brand Support:

- Creating property brochures for print and window display (Canva)
- Updating advertisements routinely.
- Delivering brochures, putting up signage.
- Sourcing and facilitate ordering of brand merchandise.
- Occasionally posting to social media.
- Liasse with advertisers to create ads.

Room for Growth:

- Professional development in real estate compliance, FINTRAC Compliance Officer and digital marketing.
- Potential to expand into conveyance and FINTRAC Compliance Officer.
- Gain insight into the real estate industry and brokerage operations + management.

Qualifications & Requirements:

- Suited to one who does not want to pursue licensing.
- Local Knowledge: Must reside in Rossland, B.C.
- Expert-level comfort with Gmail/Outlook, Google Suite (Gmail, Drive, Docs, Calendar) Microsoft Office, and Canva.
- Marketing Flair: Experience or an eye for content creation.

Compensation & Schedule:

- Reports directly to and works alongside the Managing Broker.
- Compensation: Starts \$22.00/hr, with a performance-based path to \$35.00/hr as responsibility & proficiency grow.
- Schedule: Part-time (15 hours/week), averaging 3 hours daily (M-F) with flexible morning or afternoon shifts.
- Market Flexibility: Requires consistent daily coverage plus the ability to handle occasional evening or weekend contract deadlines.
- Location: Includes Rossland office time, remote admin work, and field tasks across Rossland, Warfield, and Trail.
- Requirements: Must be a local resident with a licensed vehicle and a high level of technical/marketing proficiency.
- Onboarding: All new hires are subject to a 6-month probationary period.