

## Job Information

Job title	<b>Administrative Assistant – Real Estate and Risk Services</b>		Job Code: AARERS	Pay Grade: I
Title of immediate supervisor	Manager, Real Estate Services			
Department/Division	Legislative & Protective Services - Real Estate Services and Risk Services			
Prepared by	Janet Racz (Real Estate Services Manager); Cindy Mao (Risk Services Manager)			
Date Created	August 2025	Revised date		

## Job Purpose

Provides efficient, accurate, complete, and confidential administrative work for two divisions by supporting the divisions through the Manager of Real Estate Services and the Manager of Risk Services. Gives information to the general public, District staff, and third parties on a wide variety of division matters, which require sound professional judgment and a clear understanding of related policies, procedures, and regulations (Municipal, Provincial, and Federal).

## Duties and Responsibilities

- Performs general office duties including work orders, purchase and cheque requisitions, division timesheets, P-card reconciliation, travel expense reporting, conference registrations, filing and other administrative tasks as directed.
- Serves as the division lead on software programs such as JD Edwards and Tempest.
- Sets up, prepares, and maintains a variety of records, files, correspondence, documents, statistical information, research data, and other material related to work in directories and online platforms such as SharePoint, Adobe cloud, and internal directories.
- Takes meeting notes in real time or from recordings, organizes them in a clear format, and distributes them to relevant parties.
- Arranges meeting invitations, monitors attendance responses, and follows up and informs the meeting organizer as necessary.
- Assists in processing public complaints,...
- Interacts with a variety of internal and external contacts including, but not limited to, contractors, consultants, law firms, members of the public, ICBC, insurance brokerage firms, and other municipalities on matters related to work.
- Performs other related duties as required.
- Responsible for duties included in Areas 1 and 2 noted below.

### AREA 1 – Real Estate Services

- Performs Land Titles and Corporate Registry searches.
- Assists in the preparation of legal documents and forms according to the Land Title Act, Local Government Act, and *Community Charter* requirements.
- Assists the division with the administration and maintenance of District owned telecommunications facilities.
- Assists the division with the administration and management of District commercial and residential rental properties.
- Acts as a Commissioner for Taking Affidavits for British Columbia.

### AREA 2 – Risk Management Services

- Collects complete underwriting information to fulfill annual insurance renewal requirements and to obtain new insurance coverage as deemed necessary.

- Maintains and updates insurance-related documents, including, but not limited to, Statements of Values for property insurance policies.
- Receives claims in writing or in person and responds with an acknowledgement e-mail when necessary.
- Creates new claim files in the claims software program, ensures all available data is accurately recorded, and transfers the information to the Claims Analyst.

### **Qualifications**

- Grade 12 or equivalent, plus one year of post-secondary secretarial or office administration certificate.
- Three (3) years office experience performing responsible and confidential secretarial and administrative work, including experience dealing with the public.
- Insurance, legal, or real estate office experience preferred.
- Adept at working with the public and external stakeholders.
- Proficient in word processing, Microsoft Office Suite and accounting software.
- Must meet qualifications to be accepted as a "Commissioner for Taking Affidavits in British Columbia."
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of at least 60 wpm.
- Possesses strong time management, written, and oral communication skills.
- A personal vehicle (minimum Class 5 BC driver's license) available for work-related use as and when required.

### **Physical Requirements**

Minimal physical activity required.

### **Working Conditions**

Works in an office environment.