



Job Advertisement

Red Rock HR Ltd. is proudly supporting Royal LePage Community Realty in the recruitment and hiring process for this position.

Make Your Next Move with Royal LePage Community Realty

At Royal LePage Community Realty, we're more than just a real estate office—we're a community-focused team dedicated to helping individuals and families make confident, informed real estate decisions. Whether buying, selling, or investing, our clients rely on our local expertise, professionalism, and people-first approach.

As a well-respected and growing brokerage in Medicine Hat, we're proud of the work we do—and we're looking for someone equally passionate about service, accuracy, and teamwork to join us.

About the Role

We're on the hunt for a **full-time Office Administrator** to be the heart of our day-to-day operations. In this role, you'll be the first point of contact for clients, support our busy team of realtors, and help keep everything running smoothly behind the scenes.

You'll thrive here if you're highly organized, confident with details and numbers, and genuinely enjoy helping others. From offering a welcoming smile and a fresh coffee to submitting deals and ensuring compliance, your impact will be felt throughout the office.

This role is a **3-month fixed-term contract** with a **strong chance of extension** to cover an upcoming maternity leave.

What You'll Be Doing

Creating a Great Client Experience

- ✓ Greet clients and visitors warmly and professionally
- ✓ Keep reception and common areas clean, stocked, and welcoming
- ✓ Restock supplies (coffee, bathrooms, etc.) and keep the little things running smoothly

Supporting Office Operations

- ✓ Manage calls, emails, and office correspondence
- ✓ Prepare and submit real estate documents and transaction files
- ✓ Maintain organized records, files, and deal paperwork

- ✓ Use platforms like TransactionDesk to upload, track, and review documents
- ✓ Coordinate with lawyers for commission disbursements and file closings

Ensuring Compliance & Accuracy

- ✓ Follow internal policies and real estate regulations (including FINTRAC)
- ✓ Confidently handle numbers, commission breakdowns, and deal structures
- ✓ Learn contracts and be proactive in identifying and solving issues

Being a Team Player

- ✓ Communicate respectfully and professionally
- ✓ Stay positive and solution-focused in a fast-paced setting
- ✓ Help your teammates succeed by contributing to a respectful, drama-free culture

You'll Be a Great Fit If You Have...

- A knack for organization, problem-solving, and multitasking
- A customer-focused attitude and strong communication skills
- A desire to grow, learn new systems, and take initiative
- Experience in office administration (3+ years preferred)
- Proficiency in Microsoft Office; comfort with real estate platforms is a bonus
- Post-secondary education in office/business admin (preferred)
- Familiarity with numbers, commission structures, and conveyancing (asset)

What We Offer

- \$21/hour (depending on experience)
- Benefits package after 90 days
- Performance-based raises and discretionary bonuses
- Opportunities for growth and development
- A chance to be part of a respected and community-driven team

Working Conditions

- Office-based role within a busy real estate environment
- Standard hours: Monday to Friday, 9:00 AM to 5:00 PM
- Exposure to a fast-paced, deadline-driven workplace
- Regular use of multiple software platforms and technology tools
- Requires the ability to multitask and manage competing priorities across multiple files
- Light physical tasks may be required (e.g., tidying, restocking supplies, basic filing and cleaning duties)

Ready to Join Us?

To be considered for this opportunity, please submit both a **customized cover letter** and a **current resume** that clearly highlight why you are an excellent fit for this role. Your cover letter

should reflect your enthusiasm for joining our team and demonstrate how your skills and experience align with the key responsibilities outlined in the posting.

Only applicants who provide both a resume and cover letter will be considered. Please note that only those selected for an interview will be contacted.

Thank you for your interest in joining Royal LePage Community Realty.

Royal LePage Community Realty is an equal opportunity employer committed to fostering an inclusive and accessible workplace. We welcome applications from all qualified individuals.