

At **Pivot West Commercial**, we are a forward-thinking real estate brokerage with a clear mission: to cultivate lasting business relationships that provide financial security through aligned purpose. We specialize in the purchase, sale, leasing, and management of commercial properties—focused on building client confidence and fostering long-term trust.

Our vision is to set the benchmark in service excellence, recognized for our integrity, ethical business practices, and unwavering commitment to environmental and social responsibility. We are here to make a difference, and when you join us, you become an integral part of a team devoted to excellence in the commercial real estate industry.

We value individuals who demonstrate professionalism, adaptability, and a high level of accuracy in their work. The ideal candidate is organized, thoughtful, and service-oriented—capable of supporting internal operations and cross-functional collaboration.

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| <b>Position:</b> | Documentation & Compliance Associate – Real Estate Services |
| <b>Type:</b>     | Casual; no minimum hours.                                   |
| <b>Location:</b> | Hybrid – Remote with in-person requirements as needed       |

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**Responsibility:**

- Support legal documentation and compliance needs across all departments, including commercial leasing, strata, rental, and real estate sales
- Draft, edit, and format legal documents and correspondence related to leases and their administration, including defaults, terminations, and other property-related matters
- Prepare and review brokerage-related documents such as service contracts, client proposals, service agreements, and internal compliance records
- Collaborate with realtors, property managers, and administrative staff to ensure aligned documentation and smooth transaction execution
- Support due diligence processes related to new property onboarding, client intake, and transactional activity across all service lines
- Conduct title and corporate searches through LTSA and BC Online in support of transactions
- Track transaction progress using checklists and internal tools to ensure due diligence, key milestones, and functional requirements are completed
- Prepare closing documents and maintain comprehensive deal records, including post-closing coordination and BCFSa brokerage compliance reporting
- Open, manage, and organize legal files in both physical and electronic formats, ensuring records are accurate, up-to-date, and support operational tracking and client reporting
- Identify opportunities to improve internal systems that enhance compliance, consistency, and service delivery
- Maintain confidentiality and uphold professional standards in handling sensitive documentation
- Assist with related duties and special projects as assigned by the Leasing & Operations team

**Qualifications:**

- Minimum of three years of experience in a similar capacity, with a focus on commercial real estate, conveyancing, or lease documentation
- Paralegal diploma or equivalent education, combined with relevant experience in legal administration
- Strong working knowledge of legal procedures and documentation standards in British Columbia, with familiarity in real estate law, leasing terminology, and relevant legislation
- Excellent written and verbal communication skills; ability to prepare accurate, well-organized documentation
- Proven ability to work independently while managing multiple deadlines and shifting priorities
- Proficiency in Microsoft Word, Outlook, Excel, PowerPoint, and Adobe Acrobat

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Email your interest along with a resume to: [Mariana.G@pivotwestcommercial.ca](mailto:Mariana.G@pivotwestcommercial.ca)