

Position LICENSING CLERK (6 Month Fixed-Term)
As At May 2018

Reporting to the Senior Licensing Supervisor, the Licensing Clerk is responsible for processing applications for licensing and providing support to the licensing department. Additionally, the licensing clerk will be required to answer emails, voicemails and telephone calls about licensing inquiries.

Duties and Responsibilities

Duties include (but are not limited to) the following:

Responsible for processing applications for eligible applicants seeking first time licensing, re-licensing, renewal or license amendments, under the *Real Estate Services Act*:

- managing incoming application forms for licensing or amendments,
- managing online renewal applications for review and issuance,
- reviewing pending applications for outstanding items and deficiencies,
- liaising with applicants and brokerages regarding additional documentation as required,
- approving and issuing appropriate applications,
- processing licence surrender documentation, and
- reviewing data from external education providers and other regulatory agencies.

Respond to inquiries from the public and licensees, by telephone and email, regarding licensing in British Columbia and specific inquiries regarding licensee records and licensing procedures.

Additional duties may include:

- team name registrations and team member changes,
- providing clerical support to the accounting department as it relates to the licensing department,
- assisting with file management, and
- providing administrative support in the Licensing Department as required.

Skills and Qualifications

- Post-secondary education with training in administrative practices or an equivalent combination of education and experience.
- Working knowledge of Microsoft Office applications including Word, Access, Outlook and PowerPoint.
- Excellent editing and proof reading skills.
- Attention to detail and a high level of accuracy.
- Demonstrated high level of initiative, time management and organizational ability.
- Excellent communication skills, both written and verbal.
- Ability to work both independently and as a team member.
- Ability to maintain a calm demeanor during busy or stressful times.

Please email a cover letter and resume to careers@recbc.ca, clearly describing why you are a good fit for this position and how your knowledge and experience will contribute to the Council's success.