



Make working for
The City work for you.



Sales Agent

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Sales Agent, you will be a part of a dynamic team of real estate professionals who manage the sale of a diversified portfolio of real estate assets on behalf of The City of Calgary. You will leverage your industry knowledge, expertise, and network through; comprehensive property due diligence, implementation of innovative real estate marketing plans, effective preparation, and negotiation of complex real estate transactions, all while ensuring compliance with municipal and provincial legislation at policies. Primary duties include:

- Establish, maintain, and leverage partnerships with key industry professionals and interested parties.
- Conduct thorough due diligence and analysis of a diversified portfolio of real estate assets.
- Coordinate with external consultants such as surveyors, appraisers, environmental consultants as necessary to complete value added work to maximize property values.
- Determine property values by researching and analyzing market data and applying various valuation methods and preparing and presenting valuation reports to an administrative committee.
- Implement innovative and effective marketing strategies for the sale of City owned real estate assets.
- Prepare and negotiate fundamental terms and conditions for various real estate transaction types with prospective purchasers.
- Prepare and present detailed technical reports to Council, Committees and City Management for corporate approval.
- Collaborate with various internal business units to ensure corporate alignment of real estate transactions.
- Apply Provincial and Municipal Legislation and Policies such as Municipal Government Act, Land Use Bylaw, and Real Property Bylaw.

Qualifications

- A completed 2 year diploma in a real estate related field OR a professional designation such as a Senior Right of Way Associate (SRWA), Certified Commercial Investment Member (CCIM), Society of Industrial and Office Realtors (SIOR), Accredited Appraiser Canadian Institute (AACI), or Canadian Residential Appraiser (CRA).
- At least 3 years of experience negotiating real estate transactions.
- Knowledge of real estate practices, regulations, policies, bylaws, terminology, and contract law as it relates to the sale of real property.
- Knowledge and understanding of planning practices, regulations, and policies.
- Working knowledge of real estate software and previous experience working in a government real estate setting will be considered assets.
- Strong and proven negotiating skills related to the sale of real property interests.
- Excellent communication and interpersonal skills with the ability to build and maintain professional relationships with interested parties.
- Proven analytical and time management skills and the ability to solve complex, unique, and politically sensitive real estate issues.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: 1 Permanent & 1 Temporary (up to 22 months)
Compensation: Pay Grade 11 \$42.09 - 56.27 per hour
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Real Estate and Development Services
Location: 323 7 Avenue SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: April 22, 2024
Job ID #: 309463

Apply online at www.calgary.ca/careers