

FINDING WORK



NORTHERN LIGHTS REALTY 2000 LTD.

The Company

Formerly known as Homelife Realty, Northern Lights Realty 2000 Ltd. was incorporated in 2000 and is independently owned and operated. The company provides a full time, professional, real estate service including commercial, residential, farms and acreages.

The Work

In addition to real estate sales, the company provides accurate market evaluations so that clients may obtain the most profitable sale prices. The company has a designated broker for farms and acreages. The Company also provides marketing tools, CMA packages and access to its Northern Lights web page and the full MLS system.

Northern Lights Realty currently employs three agents (broker and two associate brokers) who are independent contractors for the company, plus one full time Administrator and one part time casual staff. The team is an active member of the Lloydminster Real Estate Board, Alberta Real Estate Association, Canadian Real Estate Association, MLS.ca, REALTOR.ca, Vermilion Chamber of Commerce, and Habitat for Humanity.

Realtors must have completed the full course offered by the Alberta Real Estate Council and have apprenticed with a licensed broker for a year.



The Ideal Candidate

The ideal candidate for employment with Northern Lights Realty 2000 Ltd. will have the following attributes:

- Excellent communication and listening skills
- Must be able to understand the real estate market, value and conditions
- Must be open minded
- Must possess a high level of integrity
- Be personable and outgoing
- Must have own vehicle in good condition
- Must be computer literate
- No criminal record



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

Contractors (Real Estate Agents)

Must:

- Be professional in manner
- Ensure that the client receives the best deal
- Produce the best results for sales and purchases
- Enter into contracts with full 100% of client
- Market the property completely via local and outside media and internet
- Provide full package description of property to interested people
- Provide comparable information on what is currently available, sold and on the market
- Keep clients informed on a weekly basis
- Contact all realtors 24/7
- Draw up sales agreements
- Provide professional advice such as legal, municipal tax information, and full disclosure of all pertinent information
- Provide information on mortgages, contractors, legal fees and inspections
- Complete list of up-to-date information on moving
- Provide tools to access CMHC and how to buy and sell
- Follow up on 6 month and annual basis to see if client is satisfied with the service he/she has received.

Administrator

The main responsibilities of this position are:

- Reception and the greeting of customers
- Recording all listings
- Manages Northern Lights Realty website and MLS listings
- Maintains all office equipment
- Provides assistance to people looking for a realtor
- Sets up appointments for showings and contacts clients
- Correspondence and all secretarial functions
- Purchasing

- Producing photographs for office display, website and MLS listings
- Must be people friendly and energetic
- Must be computer literate in Word, Corel, Internet and E-Mail
- Requires understanding of housing market

Part-Time Employee

This employee will assume assigned responsibilities on a casual as needed basis for vacation and other absences.

Training is provided to all administrative staff.

Hours of Work, Salary and Benefits

The office is typically open from 9:00 a.m. to 5:00 p.m. Monday to Friday. Realtors are available 24/7 by contacting the main office telephone number.

Administrative staff salaries are awarded commensurate with experience and qualifications.

Real Estate Brokers work on a contractual basis.

How to Apply

Administrative positions are typically advertised in the local media.

Interested applicants should apply *in person* with a résumé and references and copies of credentials if appropriate to:

Bruce Marriott
 Broker
 Northern Lights Realty 2000 Ltd.
 5008 – 49 Avenue
 Vermilion, AB T9X 1B7

Tel: 780 853-6763

Fax: 780 853-6743