

# FINDING WORK



## STEWART REALTY & AUCTIONS

### The Company

Stewart Realty was founded in the early 1970's by Don, Stan and Barb Stewart and continues to be privately owned and operated. Stewart Realty's real estate business includes selling residential homes, acreages, commercial properties, farmland, as well as offering property management and rentals. The company also offers auctioning services.

Stewart Realty currently has eight full-time employees and 5 part-time employees.

### The Work

Real Estate Agents may be required to be available to prospective clients outside of normal working hours, including weekends. Auction staff may be required to work weekends and evenings, indoors and outdoors, in all kinds of weather.

### The Ideal Candidate

The ideal candidate will:

- be well groomed
- be personable and outgoing
- have integrity
- be computer literate, especially in Word, Excel and CaseWare
- have experience in real estate

Stewart Realty employs staff in the following positions:

#### *Receptionist*

- Answers telephone enquiries
- Greets customers



- Collects rental receipts and keeps track of transactions
- Performs clerical duties including photocopying, faxing
- Must be computer literate preferably with experience in CaseWare, Word and Excel

#### *Conveyancing Secretary*

- Drafts real estate transactions
- Drafts letters to lawyers
- Makes appointments to show properties
- Follows through on listing contracts
- Checks contract expiry dates
- Calculates commissions
- Must be computer literate, preferably with experience in CaseWare, Word and Excel



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Town of Vermilion

**Bookkeeper**

- Must be experienced in AP/AR
- Should have experience in Payroll
- Must be available on Saturdays and evenings
- Will be required to clerk at auction sales
- Must be computer literate, preferably with experience in CaseWare, Word and Excel

**Realtors**

Real estate agents perform some or all of the following duties:

- Solicit property sales listings from prospective vendors
- Assist vendors in selling property by establishing asking price, advertising the property, listing the property and conducting open houses for prospective buyers
- Advise prospective buyers in selecting, visiting, inspecting and making offers of purchase on properties
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters
- Draw up sales agreements and contracts
- Must have completed a real estate training course and be in possession of an Alberta Real Estate Licence

**Auction Cashier (P/T Position)**

- Registers people at auction site and compiles a list of bidders
- Completes bills or invoices and collects payment in the form of cash, cheque or credit card

**Auction Clerk (P/T Position)**

- Records auction sales as items are sold
- Compiles itemized list of sold items, buyer's number and amount

**Hours of Work**

Clerical staff are required to work Monday to Friday from 8:30 a.m. to 5:00 p.m. Realtors work 24/7 or

by appointment. Auction staff are on call to work whenever there is an auction.

**Pay and Benefits**

Realtors are paid on a commission basis. Clerical staff receive a salary determined by qualifications and experience. Auction staff are paid hourly at a rate determined by qualifications and experience.

Vacations are paid out according to *the Labour Standards Act* of Alberta.

**How to Apply**

Vacancies are typically advertised in the local newspapers or on the Vermilion Chamber of Commerce website.

Prospective applicants are advised that the company will perform a criminal record check on all applicants. Credentials for realtors will be verified.

Applications with a copy of résumé and references may be forwarded by fax, in person or by e-mail to:

Barb Stewart  
Agent/Manager  
Stewart Realty  
#101, 5102 – 50 Avenue  
Vermilion, AB T9X 1B1

Tel: 780 853-4725  
[www.stewartrealty.net](http://www.stewartrealty.net)

The Finding Work At Series can be found at [www.jobsinvermilion.com](http://www.jobsinvermilion.com), a website managed by the Vermilion and District Chamber of Commerce. This Series is a partnership project by the Government of Alberta, Vermilion and District Chamber of Commerce, Town of Vermilion and HUB. For more information, contact the Chamber at 780 853-6593.

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of Alberta** ■