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**Job Title: Real Estate Negotiator/Acquisition Specialist**

**Employment Status: Permanent - Full-Time**

**Reference Code: 1986**

**Closing Date: July 15, 2022**

**Location: Midhurst, Ontario**

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## Position Summary

The Real Estate Negotiator/Acquisition Specialist reports to the Manager, Real Estate and is primarily responsible for providing support to the Manager and client departments with real estate needs including research, site selection, negotiation and appraisal for acquisition, and disposal of real property and property rights.

Duties also include preparing reports for internal departments and council, evaluation of reports to assess market value, working with stakeholders including property owners, internal clients and legal services, external consultants such as engineers, real estate agents, appraisers, surveyors etc. This position is regarded as the subject matter expert in real estate services and negotiations, and may be required to work outside of typical business hours to attend Public Information Sessions and complete negotiations at the convenience of client schedules. The position will act as a resource to, and implement directives of the Manager, Real Estate.

## Position Requirements

- A minimum of four (4) years of real estate experience in a related role (e.g. capital acquisition agent, real estate negotiator, appraiser or evaluator) in a comparably sized complex organization, preferably with municipal experience in capital transportation project planning and completing strategic real estate research.
- Experience with Registry Office/Land Title Office procedures, legal surveys and plans, and engineering procedures and plans as they relate to property rights and acquisitions.
- Must have the required knowledge and experience to appraise partial takings involving severance or consequential damages, interpret real estate appraisals, etc.
- Minimum two (2) year diploma or degree in a related discipline e.g. real estate appraisal, property management, urban planning, urban land economics, property assessment or equivalent experience.
- Substantial progress towards or holding designations from the International Right of Way Association, Appraisal Institute of Canada, Institute of Law Clerks of Ontario or other relevant designation is highly preferred.
- Preference that the incumbent be a member in good standing of one of the following associations: the Appraisal Institute of Canada, the Institute of Municipal Assessors or the International Right of Way Association.
- Outstanding business communication skills are required to influence, persuade and secure the cooperation of land owners and family members, landlords, lessees, municipal staff and solicitors, consultants, appraisers and real estate brokers, etc. in situations where communications can be highly emotional, intense or volatile.
- Demonstrated ability to read and understand legal documents, engineering drawings (e.g. roads).
- Strong and proven multi-tasking skills with an ability to handle a very large workload, multiple projects and rapidly changing priorities, strong problem solving skills.
- Thorough knowledge of real estate principles including real estate law and applicable municipal legislation including Residential Tenancies Act, Expropriation Act, Environmental Assessment Act, Land Titles Act, Municipal Act, etc.
- Strong knowledge of appraisal, surveying, expropriation, municipal planning and land use to facilitate the acquisition and disposition of approximately 100 properties each year.

- Strong computer systems skills along with hands on experience in Email, Calendar Management, Word, Excel, Property related software i.e. Teraview, GIS property database systems, Geo-warehouse, SAP experience is highly beneficial
- Ability to analyze budgetary expenditures for compliance with approved budget.
- Strong interpersonal, team building and organizational skills and the ability to work effectively with, and communicate progress to a wide range of managers, directors, supervisors and staff, landlords and tenants.
- Strong knowledge of the geography of Simcoe County would be a definite asset.
- Valid Ontario Class G Driver's License and access to a reliable vehicle is required.

### **Compensation**

\$83,208.00 - \$99,848.00 per annum

### **To Apply**

View the job description in its entirety and submit your application online at <https://simcoe.hua.hrsmart.com/hr/ats/Posting/view/1986>