



Title: Conveyancing Administrator

Location: One Dr. David Friesen Drive, Winnipeg (Sage Creek)

At StreetSide, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Vice-President, as the **Conveyancing Administrator** you process sales offers, coordinate closings, maintain accurate records, prepare reports, and provide administrative support to the business unit. You work with management, legal counsel, conveyancing parties, internal teams, and external stakeholders to support timely and accurate completion of sales and closing requirements.

Your day-to-day responsibilities will include:

- Reviewing and processing sales offers, commission statements, receivables, acceptance dates, condition removals, NewStar entries, and distribute documents to all conveyancing parties.
- Liaising with legal to prepare, process and execute statement of adjustments and all closing documents.
- Coordinating execution of all legal documents related to the sale and closing, and coordinating key transfer with legal.
- Processing, tracking and reporting land purchase agreements and closing documents.
- Coordinating FINTRAC and brokerage compliance administration and document submissions.
- Preparing and distributing correspondence, reports, spreadsheets and other documentation for possession and warranty administration.
- Coordinating condominium disclosure statements and property tax adjustments and receivables.
- Completing occupancy licensing agreements.
- Completing data entry for reporting sales, possessions, and inventory.
- Assisting management with reporting, general administration and assisting team with event planning.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- Diploma or certificate in administration, Legal, Finance or related field.
- Minimum 3 years of experience in related or comparable roles.
- Previous experience administering legal documentation.
- Satisfactory verification of criminal record check.
- Proficient in all areas of Microsoft Office Programs (Outlook, Word, SharePoint, PowerPoint, Teams and Excel) and NewStar.

Preferred Qualifications

- Experience utilizing accounting and other enterprise software is preferred.
- Previous experience in the Real Estate, Finance, Legal and/or Home Building industry is preferred.

What We Value

- Creating trusting and successful working relationships.
- Staying current with technical job skills.
- Cooperating with team members in an open, supportive and respectful manner.
- Setting clear, measurable and achievable goals.
- Taking responsibilities for the outcomes of decisions and actions.

Working Conditions

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

About Us

StreetSide is the multi-family division of Qualico and has developed apartment style, town home style, detached houses and luxury condominiums throughout Western Canada with projects ranging from innovative urban development to historic retrofits. StreetSide operates in Winnipeg, Edmonton, Calgary and Vancouver. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our Talent Community to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing Date: October 2, 2026

[Apply Here](#)

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