

Transaction Manager at Tetra Realty Advisors Inc.

Position:

- Job Title: Transaction Manager
- Reporting to: Mike Hodge, Partner and Teresa Pham, Director of Operations
- Office location: The Kalen Capital Building, 430 – 688 West Hastings Street, Vancouver, BC
- Status: Full-Time Employee

Commencement Date:

Spring/Summer 2025

Position Overview:

As a Transaction Manager at Tetra, you will play a pivotal role in supporting the team with key account and transaction-related responsibilities. You will work closely with your assigned Principal(s), Director of Operations, clients, and external stakeholders to deliver exceptional service and expertise throughout the real estate transaction lifecycle. This is a dynamic role with significant client-facing opportunities, where you will actively contribute to managing deals, preparing offers, and supporting negotiations. **There is strong potential for growth in this position, with the opportunity to become increasingly involved in transactions, taking on consulting and advisory responsibilities over time. This role offers initial upside with significant room for professional development, positioning you to work directly on deals and contribute to the overall success across Western Canada.**

Primary Responsibilities:

- Client-Facing Support
 - Assist brokerage professionals managing client accounts
 - Coordinate and prepare personalized marketing materials, client-focused packages, presentations, reports and proposals
 - Engaging in property tours and market visits with clients
- Documentation & Deal Management
 - Manage upkeep of contract documentation, contact lists, data rooms, and online databases
 - Involvement in the preparation, review, and finalization of offers, agreements, letters of intents, managing critical documents, and overseeing deal timelines, while ensuring accuracy and compliance throughout the process
 - Critical date tracking; monitor key transaction dates to ensure all tasks and deadlines are met, ensuring a smooth transaction process from start to finish
- Negotiation Support
 - Collaborate with the team during negotiations by conducting research, preparing market data, and helping strategize on deal points

Compensation:

\$55,000 - \$65,000 / per annum

Benefits:

- Eligible for all employee benefits from the Commencement Date (including health, medical and dental coverage) consistent of Tetra's policies and procedures as in effect
- Annual vacation of fifteen (15) days, no more than ten (10) business days at a time, to be taken at mutually agreed times and pro-rated for the first year of employment

Company Overview:

At Tetra Realty Advisors, we believe that our people are the cornerstone of our success. As a boutique commercial real estate brokerage specializing in retail properties, we pride ourselves on offering more than just transactions—we build lasting partnerships grounded in trust, expertise, and innovation. Headquartered in Vancouver, British Columbia, and serving Western Canada, we are dedicated to redefining the commercial real estate industry.

To Apply:

For more information, please submit your cover letter and resume to admin@tetrarealty.ca. We appreciate all applications; however, only those selected for further consideration will be contacted.