

Employment Opportunity

Investigator

The opportunity

Are you an experienced investigator who can assess complex information, conduct fair and thorough interviews, and explain findings clearly? Are you interested in professional regulation and protecting Alberta consumers? If so, this may be the career opportunity for you!

The Real Estate Council of Alberta (RECA) is seeking an Investigator to join our team. On behalf of the Registrar, you will investigate potential breaches of the Real Estate Act and Rules involving licensees and unlicensed persons. You will plan investigations, gather and safeguard evidence, interview relevant parties, analyze findings, and prepare impartial reports and recommendations.

This permanent, full-time employment opportunity offers competitive compensation, a comprehensive benefits package, 3 weeks' vacation, a health care spending account, an employer-matching RRSP plan, access to an on-site gym, and a hybrid work environment with 4 days per week in the office.

Role & responsibilities

- **investigate:** conduct fair, thorough, and objective investigations into potential breaches of the Real Estate Act and Rules
- **plan:** develop investigative plans, determine the information required, and identify appropriate questions and sources
- **gather:** obtain, assess, document, and safeguard relevant facts, records, and confidential or sensitive evidence
- **interview:** interview complainants, witnesses, subjects, and other relevant parties, including in difficult or high-conflict situations
- **analyze:** interpret legislation and RECA's jurisdiction, assess the evidence, and identify the elements required to establish a breach
- **report:** prepare impartial investigation reports, formal information requests, closing letters, sanctions, and analysis for the Registrar and Legal Counsel
- **recommend:** consider aggravating and mitigating factors and recommend well-supported outcomes to the Registrar
- **communicate:** explain RECA's role, investigative processes, findings, and complex legal concepts in clear, audience-appropriate language
- **collaborate:** work with RECA teams, legal counsel, law enforcement, financial institutions, industry associations, and other external stakeholders
- **participate:** attend hearings and prosecutions as a witness, and support presentations or external events when required

Skills & qualifications

- minimum post-secondary diploma, certificate, or equivalent from an accredited university or college
- minimum 2-3 years of investigation experience or equivalent
- strong knowledge of investigative planning and interviewing strategies, including experience obtaining information from difficult or uncooperative individuals
- strong written and verbal communication skills, including experience preparing clear, objective reports and correspondence
- strong judgment, analytical, research, problem-solving, and information-management skills
- ability to interpret and apply legislation, policies, and procedures; regulatory investigation experience is an asset
- ability to synthesize large volumes of information, prioritize competing work, and remain effective in a changing, fast-paced environment
- demonstrated integrity, professionalism, discretion, and sound handling of confidential and sensitive information
- ability to work independently and collaboratively and build effective relationships with internal and external stakeholders
- computer literacy, including proficiency in Office 365; experience with electronic case-management and evidence tools is an asset
- familiarity with the industry sectors RECA regulates is an asset
- an investigation designation such as NCIT, CFE, or CFCI is preferred; a certificate in Tribunal Administrative Justice is also preferred
- valid driver's license and ability to travel occasionally

How to apply

If you think this might be the career opportunity for you, submit your cover letter and resume to Human Resources at hr@reca.ca by **October 23, 2026**. Please include "Investigator" in the subject line of your email. We thank all applicants for their interest. We will contact only those individuals we are considering for participation in selection exercises or interviews. We may also consider your application for other job openings at RECA.

About us

As the governing body for Alberta's residential real estate, commercial real estate, property management, condominium management, and mortgage brokerage licensees, the Real Estate Council of Alberta (RECA) is committed to the public interest by promoting the integrity of the industry and protecting consumers.

RECA's mandate is to protect consumers, to provide services to facilitate the business of licensees, and to protect against, investigate, detect, and suppress fraud as it relates to the business of licensees. As the governing body, we are guided by our commitment to integrity, professionalism, mutual respect, transparency, collaboration, and communication. Please visit reca.ca for more information.