



LEASING MANAGER VAUGHAN, ONTARIO

Under the direction of the Vice President - Leasing, the Leasing Manager is responsible and accountable for PIRET's leasing related activities from marketing and lead generation to finalized lease agreement/renewal execution within their assigned portfolio.

A key component of this role is the oversight of external listing brokers within the assigned portfolio. In addition to owning the results of the leasing activities within the assigned portfolio, this role is responsible for day-to-day leasing activities including conducting prospective tenant tours, negotiating legal documents, overseeing the coordination and administration of the commercial leasing process, and ensuring all property goals and objectives are achieved within scheduled timelines and budgets as approved by Asset Management.

RESPONSIBILITIES:

- Communicate with Asset Management to gain an understanding of individual asset plans and gain an understanding of budgeted goals and timelines.
- Oversee and manage external listing brokers within the assigned portfolio.
- Act as liaison between stakeholders, in-house personnel (Property Management, Asset Management, Construction), tenants, outside counsel, architects, designers, consultants, brokers, and municipalities to negotiate, organize, track, and support our leasing processes
- Assist in the development of the marketing budget and specific marketing plan for each property as well as guide the implementation of the plans.
- Assist and maintain a central source of market information and knowledge.
- Prepare reports to Asset Management on portfolio lease performance by comparison to (sub) market.
- Work with Property Management to monitor restoration provisions of expiring tenants and ensure that vacancies are returned in the required condition with restoration negotiations complete prior to tenants vacating.
- Monitor each vacant unit and upcoming vacant units within the assigned portfolio to assess the need for modifications to existing improvements to aid the leasing effort.
- Initiate contact with existing tenants for lease renewals and negotiate renewal terms.
- Manage the handoff of relevant information to construction, accounting, legal, and property management associated with all new tenants.
- Assist in ensuring available units are top of mind with local brokerage community; develop and coordinate broker functions and bonus programs.
- Ensure vacant units are in "show" condition and conduct showings of vacant units.
- Prepare proposals for lease, offers to Lease/Letters of Intent, negotiate terms of offers and leases and obtain Landlord approval of all lease terms.
- Generate leasing assumptions for annual property budgets within the assigned portfolio.

SKILLS

- Strong People Skills. A Team Player. A proven ability to build relationships at all levels of an organization
- Outstanding Negotiation Skills. This person is a key contributor to the revenue performance of the organization.
- Energetic Leadership. This person must enjoy leading by example. Using a “can-do” attitude that will positively influence their team, understanding there are no tasks too small to undertake
- Independent Skills. Ability to work independently and unsupervised.
- Strong Communication Skills. Demonstrated in written, verbal report writing, presentations, and meeting facilitation.
- Strong Analytical Skills. A disciplined and knowledge based approach to decision making.
- Financial Acumen. A solid understanding of the financial elements of the role is second nature.
- Responsiveness. Ability to respond in a timely pro-active manner.
- Deliver on Commitments. Ability to set clear and deliverable goals.

QUALIFICATIONS:

- Minimum of 5+ years of progressive and successful experience in commercial leasing or related position
- Industrial experience is an asset but not required
- Valid Real Estate License (or willing to attain within 12 months)
- Bilingual (English/French) preferred
- Post-secondary education, preferably a Bachelor’s degree with a major in Business
- Valid Class G Drivers' License (or equivalent) and access to a vehicle
- Exceptional analytical, organizational, communication, and interpersonal skills
- Advanced proficiency in Microsoft Office, including Microsoft Word, Excel and Outlook
- Ability to work with minimal supervision, multi-task, work under pressure, and achieve results
- Working knowledge of commercial leasing agreements

To apply, please e-mail your resume to talent@piret.ca