

LEASE ADMINISTRATOR

Nothing gets past you. You never miss a beat. You organize your paper clips by size. Commercial real estate excites you. You want to be an integral part of a growing organization that has a bold culture and throws a fierce Holiday party.

Anthem and Anthem United (formerly Premier United Communities) is a real estate development, investment and management company that strives, solves and evolves to create better spaces and stronger communities. We are Growing Places.

We work hard. We work smart. We work in teams. We challenge the status quo and have fun doing it. We believe in developing our people to maximize their potential. Conversations are candid, conflict is resolved swiftly and coaching is continuous.

Your work will revolve around...

- Preparing, analyzing, revising and processing various internal and external lease documents
- Collaborating with internal managers and teams
- Working closely with external clients on lease documents
- Entering, maintaining, updating and tracking of information, lease abstracts, subject conditions and deal flow list
- Assisting the leasing team with the acquisitions and dispositions of properties as it relates to tenant leases
- Conducting due diligence surrounding tenant financial backgrounds

At Anthem, a Lease Administrator will...

- Be driven by the need to have every minute detail correct
- Be precise and detail-oriented
- Communicate openly and ethically
- Be passionate about building relationships
- Thrive in a fast-paced, results-driven environment
- Collaborate with multiple internal and external client groups

What you have...

- A qualified Paralegal with a minimum 5 year's relevant commercial real estate industry experience (or a combination of equivalent experience)
- Second-to-none commercial lease writing ability
- Strong verbal and written communication skills
- Experience in document management
- Exceptional organizational abilities and proof reading skills
- Advanced level MS Office skills



Founded 26 years ago, Anthem is a team of 300 people driven by creativity, passion and direct communication. Anthem and Anthem United have invested in, developed, and managed – alone or in partnership – more than 190 residential, commercial and retail projects with an aggregate value of \$5 billion. Our growing residential portfolio includes more than 10,000 homes that are complete, in design or under construction. We own, co-own and manage 6.2 million square feet of retail, industrial, residential rental and office space in BC, Alberta and California, and we currently hold over 5,000 acres of land in Western North America.

Please, no unsolicited resumes or phone inquiries from agencies. View our [Policy on Unsolicited Resumes](#) on our website.