

SENIOR LEASING MANAGER

We are looking for a Senior Leasing Manager working with our Commercial team at our Head Office located in downtown Vancouver. Reporting directly to the Vice President, Asset Management, the Senior Leasing Manager position is responsible for providing superior quality service to clients consistent with the Peterson standard of service. If you are positive, driven, and hardworking, we want to hear from you!

Responsibilities

- Preparing, negotiating, and consummating Lease Proposals, Offers to Lease, and Leases;
- Monitoring existing tenancies and expiries and negotiating and completing extension agreements as directed;
- Overseeing and reporting on various projects and ensuring completion/finalizing deals in a timely manner;
- Periodic site visits, coordinating proforma updates with analysts, and coordinating leasing site plan updates;
- Formulating and executing leasing strategies for managed projects and/or assigned vacancies;
- Providing input on new sites and vacancies for feasibility and availability of leasing in the respective market;
- Ensuring all sites are in good condition and determining strategies to improve;
- Preparing market and location review analysis, proposals, and submitting recommendations for approval;
- Preparing monthly activity reports, lease summary reports, market reports, and square footage analysis;
- Monitoring vacancy rates, maintaining budget records, and approving purchase orders and invoices;
- Providing best value service to ensure tenants and clients are consistently satisfied through periodic site visits and surveys, responding to tenant inquiries, and building rapport with tenants and owners;
- Preparing budgets, monitoring expenditures and costs to make cost-effective decisions that meet needs of customers/tenants;
- Ensuring work required under lease is satisfactory and ensure all requirements and conditions are met;
- Liaising with prospective tenants, showing suites available, providing information on suite sizes, pricing, ensure suites are competitively priced and shown to their best advantage;
- Monitoring arrears and assisting in collections: developing and administering operating and capital budget, subject to owner approval, for portfolio of properties to ensure building operates as budgeted;
- Overseeing property financials, including collection of rent, resolution of arrears, and reporting of financials;
- Generating new prospects by maintaining contact with tenants and real estate brokers through meetings, luncheons, presentations, mailings, and organized events to source and canvass other prospects directly;
- Keeping all stakeholders informed about tenant or project issues;
- Managing, repairing, and maintaining the property in manners that maximize the cash flow from the property;
- Providing continuous, accurate, and up-to-date information and reporting to senior management and/or partners (i.e. vacancy report and renewal report).

Qualifications

- Completion of College diploma or certificate;
- Valid Rental Property Management License under the Real Estate Council of BC;
- In depth knowledge of the *Real Estate Act* and real estate markets and trends;
- Minimum 5 years' experience in leasing of commercial properties – selling, negotiating, and financial management as a broker and/or landlord representative;
- Knowledge of documents including leases, sublease agreements, indemnity agreements, and consent forms;
- Responsibly managing financial budgets and reporting and analyzing on financial data;
- Building positive and professional relationships, being proactive, results-orientated, and resourceful in work;
- Communicating clearly and concisely both in verbal and written communication;
- Observing a high level of professionalism and ethical conduct.

Start challenging yourself today in an environment that embraces diversity and rewards innovation with competitive pay and great benefits.

To apply for this opportunity, send your resume and cover letter to hr@petersonbc.com. Please note only Microsoft Word documents or PDF's will be accepted.

While we thank all candidates for their interest in joining our team, we will contact only those short-listed for an interview.