

LEASING ADMINISTRATOR

We are looking for a Leasing Administrator at our Head Office located in downtown Vancouver. Reporting directly to the Leasing Managers, the Leasing Administrator will be responsible for ensuring the optimal administration of the leasing process within Peterson and the effective coordination of information between Property Management, Leasing and Accounting. If you are positive, customer focused, and hardworking, we want to hear from you!

Responsibilities:

- Assisting the Leasing Manager(s) and VP of Asset Management with day-to-day tasks such as drafting and editing lease documentation which includes offer to lease, offer to renew, subject extension letter, subject remove letter, lease agreement, lease extension and amending agreement, assignment agreement, parking agreements, approval of sublease letter, rooftop antenna agreement, pop-site agreement, and tenant's correspondence;
- Preparing and sending lease documents to tenants for execution and following up as necessary;
- Managing the filing of all lease paperwork and electronic files;
- Ensuring all leases are set up and maintained in Yardi;
- Producing all Estoppel Certificates and obtaining all required executed Estoppel Certificates;
- Generating and maintaining accurate monthly expiry and occupancy reports for the Leasing Manager(s), Property Manager, and VP of Asset Management and creating accurate reports on all tenants and/or all properties as requested;
- Creating accurate leasing plans for all available suites;
- Circulating lease abstracts of changes to the database and ensuring they are signed off on;
- Coordinating showings for Leasing Manager(s);
- Assisting with the due diligence process by obtaining and forwarding all relevant information in a timely manner;
- Updating deals of all listings on multiple websites;
- Obtaining quotes from contractors and make necessary recommendations;
- Maintaining and updating leasing database daily; and
- Preparing monthly activity reports, lease summary reports, market reports and square footage analysis.

Qualifications:

- Completion of high school diploma;
- Real Estate Property Management License;
- Strong working knowledge of Microsoft Office;
- Familiarity with Yardi Voyager is an asset;
- Minimum of 3-4 years' experience:
 - Demonstrating superior quality writing and editing skill and the ability to work with and interpret complex leasing information and documentation;
 - Providing effective administration support within an office or real estate environment;
- Proven ability to multi-task and prioritize demands;
- Proven organizational ability with attention to detail; and
- Ability to develop positive and professional relationships using strong verbal and written communication skills.

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.