

SHAPE PROPERTIES CORP.

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## Tenant Coordination Manager, Shape Properties

### ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. With more than 370 acres in our growing portfolio, SHAPE manages +2.7M sq.ft of commercial space with +3.5M sq.ft. of commercial and residential space under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

### OVERVIEW

To succeed in the role, the candidate must be self-motivated, ambitious, organized, and have strong time management and communication skills. We are looking for a candidate who can drive multiple tasks with competing priorities. We strive to provide a collaborative environment where each employee is encouraged to contribute to our process, discussions, planning and culture.

Reporting to the Vice President of Leasing and Vice President of Commercial Construction, the new Tenant Coordination Manager will act as the liaison between tenants and SHAPE's leasing, planning, design, construction, and finance teams.

### Primary Responsibilities:

- Serve as a liaison with other project team members regarding landlord scope of work, budget, schedule, and phasing, related to tenant premises
- Manage and help ensure the Tenant Design Guidelines are being followed
- Create and coordinate Tenant welcome packages including, Lease Outline and Tenant Outline Drawing
- Review and comment on Landlord and Tenant lease work schedules
- Request and manage cost estimates from construction and distribute to leasing and finance team. Follow up with approvals
- Work with tenant, tenant architects, designers, consultants and engineers during the review process by assembling all required information
- Circulate and coordinate the review of tenant plans and signage to ensure compliance with design criteria and SHAPE standards
- Issue notice of possession and lease deliverables as required

- Assist in facilitating building permits
- Collect required tenant documents prior to commencement of work and distribute accordingly
- Carry out any other related duties as requested by immediate supervisor

**Supervisory Responsibilities:**

Due to the nature of the work, this position is essentially self-managed. The Tenant Coordination Manager will be responsible for the following:

- Effective communication to all departments
- Foster a team environment of continuous improvement of best practices
- Identify areas of process improvement and create efficiencies within the role
- Brand ambassador; building and maintaining positive tenant relationships while managing tenant and landlord expectations
- Set and schedule meetings as needed

**Qualifications:**

Required Training and Experience:

- 3-5 years of real estate development, design, tenant coordination or retail leasing industry experience
- University or post-secondary education
- Experience with Microsoft Project and Microsoft Excel (CAD and/or Sketch Up experience is an asset)

Required Knowledge, Skills, Abilities:

- Strong analytical and organizational skills
- Strong written and oral communication skills
- Ability to work in a fast paced environment while utilizing multitasking skills
- Team oriented, motivated, and collaborative with proven results
- Performs job duties in an accurate, detail-oriented and productive fashion
- Possesses strong interpersonal skills
- Takes personal ownership and ability to work independently
- Demonstrates adaptability and flexibility
- Proactive, conscientious and reliable
- Uncompromised ethics and integrity
- Displays service excellence in dealing with internal and external clients and partners

**To apply, please visit our website at <http://shapeproperties.com/careers>**