

SHAPE PROPERTIES CORP.

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## Leasing Representative, 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

The Leasing Representative will assist in the lease up and optimization of commercial property portfolio. Working closely with the Leasing, Tenant Coordination, Construction, and Finance teams, this individual will bring their strong communication and relationship building skills to ensure the commercial portfolio includes the market's most relevant retailers. This role will be mentored by and will report to the Senior Vice President and Vice President of Leasing.

### Primary Responsibilities:

- Be a passionate Project Ambassador, with a central focus on optimization of the commercial portfolio through strategic leasing efforts
- Prepare and manage project particulars ensuring all internal departments are informed with the most up to date project information
- Assist in the preparation of all internal and external reporting
- Canvas for Prospective Tenants
- Assist with the preparation, negotiation, and execution of lease transactions including but not limited to new lease transactions, renewals, and license agreements
- Provide sound analytics to support the business case of each transaction
- Conduct regular site visits to ensure project marketing is best in class and on site personnel are well informed of leasing efforts
- Become a market expert by understanding competing properties and remaining current on changes in the marketplace

- Attend annual ICSC conferences to promote assets and liaise with industry peers

**Working Conditions:**

SHAPE's corporate office, located in downtown Vancouver, is where the successful candidate may expect a comfortable and collaborative work environment in a modern office setting. Due to the nature of the role, the Leasing Representative may be required to travel to different sites on a regular basis, as well as visit other relevant projects in the retail marketplace to ensure we are staying current with our leasing strategy.

**Qualifications:**

Required Training and Experience:

- Minimum 2 years of experience in a similar real estate sales role
- Training in CAD and Revit would be an asset but not required
- Post-secondary education in Commerce or equivalent field required

Required Knowledge, Skills, Abilities and Characteristics:

- Strong interpersonal skills. The individual requires excellent networking and relationship building both internal and external to the organization
- Excellent communication skills. The individual must display the ability to communicate effectively in written, verbal and presentation situations
- Ability to perform cost benefit analysis on particular transactions
- Ability to work independently and remotely as required
- Team oriented, motivated, and collaborative with proven results
- Ability to work in a fast paced environment while utilizing multitasking skills

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