

# SHAPE

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SHAPE PROPERTIES CORP.

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Position: Manager, Leasing  
Department: Shape Properties Corp.

## ABOUT SHAPE

SHAPE is the real estate investment, development, and management company leading some of the largest and most exciting projects in North America. 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

As an ambassador of SHAPE's exciting projects, the Manager of Leasing will assist in developing new and innovative strategies to negotiate the lease of vacant spaces within our master planned communities whilst successfully communicating our brand and story. Working closely with SHAPE's internal departments, this role will help establish and refine leasing processes as well as assist in overseeing the leasing function for all properties in the company's retail portfolio.

### **Primary Responsibilities:**

- Be a passionate Project Ambassador with a central focus on optimization of the commercial portfolio through strategic leasing efforts
- Source prospective tenants and provide strategic opportunities within our retail portfolio
- Conduct regular site visits to gain knowledge of the physical space including site construction progress
- Work closely with the Tenant Coordination team from facilitating tenant design drawings to store opening
- Senior level participation and analytics for negotiation and execution of lease transactions including new leases, renewals and license agreements
- Work with Finance and Accounting teams in preparation of internal and external reporting requirements
- Assist in marketing strategies and demographic analysis studies
- Collaborate with internal departments to collect and share information to effectively communicate and update our prospective tenants with accurate information

- Cultivate and maintain a strong and positive relationship within the tenant and brokerage and development communities
- Attend and participate in industry related conferences as required

**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 Manager of Leasing may be required to travel to different sites on a regular basis, as well as visit other comparable competitive projects in the retail marketplace to ensuring current and relevant asset management plans.

**Qualifications:**

Required Training and Experience:

- Minimum of 5 years of directly related experience in a management role in commercial leasing
- Ability to demonstrate success in leasing through specific examples
- Member of NAIOP, CREW, or ICSC associations an asset

Required Knowledge, Skills, Abilities:

- Real Estate License is a requirement
- Enthusiasm, positivity, and energy with a desire to succeed within the company
- Ability to make thoughtful decisions independently and provide solutions to challenging leasing scenarios
- Creative mindset with an ability to articulate ideas in a clear and concise manner in both written and oral communication forms
- Ability to work a flexible work schedule including accommodating travel requirements which include some overnight(s)
- Strong budgetary and business case skills
- Bachelor's Degree in Business and/or Urban Land Economics or equivalent
- Valid driver's License and vehicle ownership

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