



# BOSA Family Companies

**We empower our people to  
operate like owners.**

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Learn more about our career opportunities.  
Join the team.

## Leasing Administrator – Commercial

**Location:** Vancouver, B.C.

### About BOSA:

The story of the Bosa Family Companies is one of entrepreneurship, commitment and a passion for construction that began over 50 years ago. The wholly-integrated, family-run company is backed by a longstanding history of excellence in development, contracting, and asset-management, making it one of Canada's most respected privately-owned brands. With an uncompromising commitment to quality construction and innovative design, the Bosa Family Companies – through its subsidiaries, Bosa Properties and BlueSky Properties – has cemented its reputation as one of the British Columbia's top developers, and boasts an extensive portfolio of residential, commercial, industrial and mixed-use urban properties.

### About the Role:

Reporting to the Commercial Leasing Manager and the Vice President of Leasing, the Leasing Administrator's main responsibility is to provide administrative support to the Leasing Team including documentation and data entry along with streamlining and supporting internal processes for an income producing portfolio of nearly 4 million square feet. Key responsibilities include:

- Preparation and drafting of lease documentation with a high degree of accuracy, including lease agreements across all asset types, offers to lease, renewals, assignments, and amendments;
- Data entry of Lease particulars into Yardi (Accounting/Property Management software);
- Organize and track critical dates data relating to pending and ongoing transactions to inform weekly reporting for all internal stakeholders;

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- Support the Leasing Manager in managing calls and website inquiries from Tenants and prospective Tenants;
  - Directly liaising with the Commercial Property Management and Accounting groups to coordinate turnover of premises, welcome packages, security deposits, filing and tenant contact forms;
  - Maintain the marketing of the portfolio by organizing and keeping up to date all internal and external marketing materials such as brochures, signage and floorplans, and managing the commercial leasing website by uploading property descriptions and photos;
  - Coordinate 3rd party consultants (ex. Re-measurements, surveys, photographers, etc.);
  - Build strong relationships with tenants across the portfolio.

### What you Bring:

The ideal candidate is an extremely organized and efficient individual passionate about the Commercial Real Estate Industry, with a keen eye for detail. You are a fit for this role if you enjoy working closely with a tight knit team, have strong interpersonal and administrative skills and enjoy building strong relationships with internal and external contributors. Most notably, should be a curious and driven individual that enjoys solving problems and adapting to a dynamic, fast-paced environment.

### Our Must Haves:

- Bachelor's Degree in relevant area of study or the equivalent professional experience;
- 1-3 years of experience in a professional office administration or legal administrative role;
- Excellent communications skills, including both verbal and written;
- Proficient in Microsoft Office, including Excel, Word, Powerpoint, and Outlook;
- Working knowledge of Yardi, Adobe InDesign, or Findspace an asset;
- Previous experience in Commercial Real Estate, would be considered a strong asset.

### Your Rewards:

Our most important offering to anyone who joins the Bosa Properties team is our culture of innovation, achievement, and ownership. We bring out the best in each other by constantly striving to be world class in all we do. These values are reflected in our Real Estate Projects, our Company, and our People.

At Bosa, we also offer a very competitive compensation structure that supplements your regular income with a robust benefits package:

- **Medical and Dental Coverage:** Our industry leading benefits package covers you and your dependents at no cost
- **RRSP Matching:** We support your future goals by matching up to 5% of your RRSP contributions.
- **Friends and Family Program:** Early and exclusive access to our newly released projects
- **BOSA Connect™:** Our annual development conference that is designed and hosted by our leadership and complemented by a range of world-class speakers and workshop experts.
- **Professional Development and Education Support**

### How to Apply:

Please submit an application using the link provided. We value your interest in the Bosa Family of Companies. While we can only respond to shortlisted applicants, we will keep your information on file and consider you for future opportunities as they come available.