

# SHAPE

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SHAPE PROPERTIES CORP.

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## Position: Leasing Coordinator

### 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 over 4M sq.ft of commercial space with over 3M sq.ft. of 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.

### ABOUT THE ROLE

Reporting to the Vice President of Leasing, the Leasing Coordinator will act as a liaison between internal departments and assist with the organization and management of the leasing team. To succeed in the role, the candidate must be self-motivated, ambitious, organized, have strong time management and communication skills and a high level of common sense. 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.

### Primary Responsibilities

- Prepare, analyze, revise and process various internal and external lease documents
- Track leasing documents (Assignments, Subleases, Offers, LOI's, Leases, NDA's, GSA's), distribute documents for execution
- Circulate lease documents, update lease tracker, and maintain the filing system
- Prepare lease abstracts for internal review
- Update leasing activity reports in excel
- Update lease plans and merchandising plans using Adobe InDesign and Illustrator
- Prepare leasing materials for co-owner meetings including retailer description, prospect tracker, etc.
- Thorough working knowledge and the ability to understand and interpret legal documents including lease agreements, amendments, assignments, etc.
- Assist with drafting of legal documents including OTL/LOI, Notice of Possession, condition waivers, and extension agreements.
- Prepare in house Lease Outline Drawings (basic working knowledge of CAD is an asset)
- Review lease documentation prior to execution to ensure accuracy and consistency with internal deal approval standards and procedures

- Assisting the leasing team with the acquisitions and dispositions of properties as it relates to tenant leases which may include compiling and summarizing leases and related documents as part of due diligence
- Marketing: relay leasing needs, coordinate and support marketing campaigns and initiatives, monitor updates to App and Website. Assist with preparation of leasing brochure and marketing materials using PowerPoint, Adobe Acrobat, and InDesign
- Coordinate all logistics for individual or team travel (flights, car rentals, hotel bookings, restaurant reservations, etc.) including ICSC shows (Toronto, Whistler, Montreal, Las Vegas)
- Process invoices, issue POs, reconcile monthly department expenses
- Prepare meeting minutes
- Identify areas of process improvement and create efficiencies within the role
- Direct point of contact with internal and external inquiries
- Assist with any ad-hoc administrative tasks as needed by the leasing team

## Qualifications

### *Required Knowledge, Skills, Abilities*

- Strong communication and organizational skills
- Ability to work in a fast-paced environment while utilizing multitasking skills
- Team oriented, motivated, and collaborative with proven results
- 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
- Ability to critically think and provide an informed opinion on projects, process, and market conditions
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### *Required Training and Experience*

- 1-2 years previous experience as a Leasing Coordinator or similar E.A. type role
- University or post-secondary education required
- High levels of competency with Microsoft Word, PowerPoint, Adobe, and Microsoft Excel (AutoCAD and/or Adobe Illustrator, and InDesign experience is an asset)

## Working Conditions

Based at our corporate office, located in downtown Vancouver, the successful candidate may expect a comfortable and collaborative work environment in a modern office setting

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