

LEASING ASSISTANT

We believe in forging long-lasting relationships to create positive change in our communities. We're building something greater in each pillar of Peterson including real estate investment, development, property management, capital lending and private equity. As we continue to grow, we stay true to our values by putting relationships first, standing by our word and striving for something greater in everything we do.

We are looking to add a Leasing Assistant to support our Commercial team in ensuring the optimal and accurate administration of the leasing process. Reporting to the Senior Leasing Manager, the position will be responsible the effective coordination of information between our Leasing, Property Management and Accounting teams. The position would primarily be focused on Yardi administration, leasing documentation management and market research.

The ideal candidate will be a highly organized and detail-oriented individual with 1-2 years of experience interpreting leasing information and documentation and strong administration skills. This position will suit someone who is resourceful, proactive and is interested in learning and developing a career in leasing or property management.

Requirements

- 1 – 2 years of experience providing effective and efficient administration support within an real estate environment;
- Experience with interpreting leasing information and documentation;
- Completion of a high school diploma;
- Strong working knowledge of Microsoft Office and Yardi;
- Any legal related courses are an asset;
- High level of organization, attention to details and quality writing and editing skills;
- Proven ability to multi-task and prioritize demands;
- Ability to build and maintain professional relationships with a variety of people;
- High level of professionalism and ethical conduct.

Start challenging yourself today in an environment that embraces diversity and rewards innovation with competitive pay and great benefits. We thank all candidates for their interest - only short-listed candidates will be contacted.

Please send your resume and cover letter to: careers@petersonbc.com