

WESGROUP

Leasing & Acquisitions Coordinator

Downtown Vancouver

Wesgroup Properties started as a family business more than 50 years ago and today is one of Western Canada's largest private real estate organizations with a diversified portfolio spanning residential and commercial real estate in most asset classes. Wesgroup owns and manages over 3.5 million square feet of commercial property and has built more than 7,000 homes in 100 communities.

Wesgroup is seeking an experienced, reliable and proactive individual to join our team as Leasing & Acquisitions Coordinator. Working directly with the Leasing, Acquisitions & Market Intelligence departments, the selected candidate will be an integral part of the team and help to oversee administrative and analyst duties.

The individual will report to the SVP Acquisition & Leasing and have a high level of exposure to all three departments and the position presents a unique opportunity for a highly-talented and driven individual to develop his/her skills in the commercial real estate industry.

Responsibilities will include:

Office Administration

- Salesforce CRM database to track active transactions, comparables, property information and contacts
- Basic administrative support including filing, database management, meeting scheduling and other similar tasks
- Coordinate conference attendance and travel
- General administrative duties as required

Leasing Responsibilities

- Marketing materials for active listings including brochures, website content and signage
- Marketing emails such as broker blasts and project updates
- Drafting offers and addendums as required
- Maintaining 'Leasing Activity Tracker' with up-to-date project activity
- Ensuring commission invoices are correct and paid in a timely manner

Acquisitions Responsibilities

- Preparation of deal related deliverables including critical dates, due diligence checklists and due diligence presentations
- Preparing general ownership research – retrieving title searches and company searches
- Updates to the opportunity tracker and acquisitions memos for weekly meetings
- Coordinating consultants during due diligence and managing invoices for their work
- Arranging deposits for deal transactions

Qualifications and Knowledge:

- Minimum of 2 years work experience in the real estate industry

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- Advanced knowledge of Salesforce or similar CRM systems
- Advanced knowledge of Microsoft Office including Word, Excel and PowerPoint
- Knowledge of real estate programs including MLXchange/Paragon, Realnet, Urban Analytics, LTSA, BCOline, GIS systems etc.
- Quick learner, enthusiastic, able to work independently as well as collaboratively in a team-based environment
- Highly organized with strong communication skills
- Experience with commercial real estate transactions is recommended

We will provide a competitive salary and benefits package for the right candidate as well as a professional and rewarding working environment. If you are interested in this exciting opportunity, please visit our website at www.wesgroup.ca/careers/ and apply with your resume and cover letter.

We thank all applicants for their interest however only those selected for follow-up will be contacted.