

Lease Administrator - Jim Pattison Developments

North Vancouver, BC

Join one of Canada's most iconic organizations made up of a number of strong and diverse operating divisions generating over \$10 billion in annual sales.

Your New Employer

Jim Pattison Developments Ltd. is the real estate division of The Jim Pattison Group with ownership of over 14 million square feet of commercial property in Canada and the United States.

Your New Role

The Lease Administrator is a newly created position set to be an integral part of the leasing and asset management team. Reporting to the Real Estate Manager, the specified duties include the following: Preparation of documentation including leases, lease extensions, lease assignments and subleases, surrender agreements, amending agreements, and such other lease documentation as required; Assisting with negotiation of non-financial lease terms; Maintaining a lease documentation report tracking documentation flow from preparation through to execution and appropriate distribution; Tracking and arranging for payment of leasing fees; Tracking and obtaining tenant security deposits, letters of credit; Obtaining required documentation for processing of tenant inducement payments; Maintaining and tracking tenant insurance expiries and obtaining current certificates of insurance as required; Maintaining tenant files and ensure completeness of records; Liaise with tenants, solicitors, brokers and other real estate professionals, as required.

What Sets You Apart

The ideal candidate will possess a Post-secondary education with a real estate option or will have experience as a legal assistant or paralegal; Exposure to real estate documentation or commercial leasing is preferred; You will be well versed in Word, Excel and Outlook; Experience with Yardi is an asset; You will have strong attention to detail and will be skilled at balancing multiple priorities within tight timelines; You will be known for maintaining a professional and efficient service at all times; You will be a highly organized self-starter with the ability to work independently under minimal supervision.

What You Can Expect

You can expect to work with a collaborative team of experienced and passionate real estate professionals. The diversity of work and opportunity to learn and advance make this a truly unique role. A competitive compensation package will be offered to the successful candidate.

Next Steps

For more information and to apply for this opportunity, please forward your resume to richard@highviewpartners.ca.