
Tenant 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. SHAPE manages over 4M sq.ft of commercial space, over 800 units of rental residential and over \$1 Billion of development projects currently 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 Director, Tenant Coordination, the Tenant Coordinator will work with various retail tenants throughout the commercial portfolio to ensure Tenant design and execution is consistent with the SHAPE vision. This role will work closely with internal and external stakeholders on scope development, execution, and delivery of spaces for Tenant fixturing.

Primary Job Responsibilities

- The primary focus of this position is to fulfill commercial Tenant requirements to ensure they seamlessly integrate into our properties while increasing Tenant satisfaction within schedule and budget
- Responsible for maintaining consistent and thorough communication with external and internal stakeholders establishing and achieving excellent Tenant relations for various mixed-use projects
- Primary external representative with Tenant from completion of lease agreement until handover of unit to Tenant and throughout project closeout process
- Coordinate and ensure receipt of proper documentation is on file and all stakeholders are informed of any Tenant construction projects
- Review, coordinate, track, and ensure contract deliverables are achieved
- Process Tenant Improvement Allowance requests
- Provide regular reporting and communication to Leasing, Development, Construction, and Operations teams on the status of projects, including the delivery of drawings, municipal approvals, construction progress, and acceptance
- Review and coordinate Tenant construction documents with base building
- Possess a detailed understanding of Landlord Work requirements, and coordinate with Construction to ensure drawings and execution align with Landlord obligations

- Manage the Tenant design review process. Facilitate responses to Tenant's design questions, design conflict resolution, and assist with the municipal approval process
- Ensure Tenant drawing submissions meet design standards for the development. Obtain internal approvals from Development and Operations project leads
- Facilitate obtaining internal review and approval of signage design to ensure compliance with the development and/or the Comprehensive Signage Package (CSP)
- Provide administrative support to Director and Sr. Manager, Tenant Coordination
- Attend site meetings, walkthroughs, inspections with the City, Consultants, and Contractors as required

Qualifications

Required Knowledge, Skills, and Abilities

- Able to allocate time effectively, work under pressure, and manage tight deadlines; able to handle multiple demands and competing priorities, adapt to new ideas and constant changes; able to cope with changing client needs and deliver successful results within agreed upon timeframes; very detail-oriented
- Expertise in reading and understanding Commercial leases and Landlord work schedules
- Excellent communication, organizational, and interpersonal skills
- Possess strong problem-solving skills
- Energetic, confident, results-orientated, passionate about construction, and curious
- Works collaboratively with a cohesive high-performing team, contributing to consensus-driven and fact-based decision-making methods
- Proficient computer skills including use of Microsoft Outlook, PowerPoint, Word, and Excel
- Experience with CAD, Sketchup, Photoshop an asset
- Travel – this position will require the ability to travel to sites as required

Required Training and Experience

- Bachelor's degree preferred with 1-3+ years of progressive Commercial and Tenant Coordination experience in Canada
- Experience with large-scale mixed-use projects an asset
- General knowledge of construction practices/terminology and/or building technology
- Must have access to own vehicle and possess valid BC driver's license
- Relevant Commercial and Retail experience as well as project management

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