



Position: Leasing Manager, US Projects (1 year contract, covering Mat Leave)

Reports to: Director, Property Management Canada/USA

Bosa Development - Think Different. Think Big. Think Bosa.

Building on more than half a century of expertise and leadership, Bosa Development strives to exceed expectations with every home we build and project we undertake. We are bold, forward-looking, and committed to acting with integrity, which opens doors to new opportunities. We pursue urban design excellence and are long-term investors in the communities in which we build.

With origins in construction, we take pride in designing and building well thought-out and executed projects. We are a leader in community development, both in local and international markets, whose property management portfolio encompasses over four million sq/ft + of flagship shopping destinations, mix-use developments, office buildings and soon to be added to our portfolio is luxury residential rental properties.

We pride ourselves on operating lean, giving lots of latitude to employees to achieve results, but also demand results. We have always attracted great people and feel that challenge and reward are a big part of why we have a stable and devoted work force.

Our **goal** is to be the most trusted and reputable developer, landlord, and employer, in all of our markets. Everything we do to achieve that goal is grounded in our **core values**; Trust & Respect, Integrity, & Humility.

We are looking for a professional, experienced, self-starting, self-directing Leasing Manager who will be responsible for a leasing portfolio which includes office, retail, and industrial in both Canada and the US. This new team member needs to be a fit both culturally and professionally if we are to continue to achieve our goal as a company.

Preferably you possess five year plus of commercial leasing experience either with a brokerage firm or as a landlords' representative including an understanding and are a natural relationship builder and connector. Understanding of Property Management is an asset.

Overview:

- Oversee lease documentation preparation including: Proposals, Offers, Leases, Assignments etc.
- Follow through on all deadlines required for lease documents and appointments
- Review Master Leases of each property routinely and update information accordingly
- Establishing and maintaining professional business relationships with prospective and present tenants and brokers
- Conduct site visits to gain knowledge of the physical space
- Work closely with the Property Management Team members as well as internal inter-department members to execute business opening

- Work strategically to enhance and optimize business tenant opportunities of the commercial portfolio
- Assist with administrative duties such as updating vacancy lists/reports; tracking market comparable deals
- Prepare and submit weekly portfolio reports
- Collaborate with the Property Management team through leasing negotiations
- Ensure effective and timely communication with both Property Management and Accounting team to facilitate communication and completion of annual budgets.
- Ability to travel between US and Canada as deemed necessary.

Skill & Experience:

- Strong knowledge of commercial real estate
- Good understanding of the leasing process from inception through lease execution including all related components/schedules.
- Good knowledge of the English language and ability to draft correspondence as required
- Excellent time management, capable of handling multiple demands and competing priorities while consistently maintaining service integrity
- Sound judgement
- Developing and leading teams, excels in a team environment
- Extremely organized
- Ability to maintain strict confidentiality
- Ability to work independently
- Professional communicator who can effectively network with different demographics
- Excellent use of technology
- Excellent understanding and use of Microsoft Office, Excel, Word, Power Point
- Thrives in an ever-changing environment
- Ensuring professional representation of the Bosa brand at all times.
- Conducting oneself in a manner that is consistent with the Bosa core values.
- Work closely with your team and other departments to achieve company-wide goals.

The work week is 40 hours and office hours are 8:30 am - 4:30 pm, note this position will require work outside of these hours to accommodate emergencies as required.

Absent of an approved accommodation, proof of COVID-19 vaccination is a condition of employment.

Our Team Leading the Search

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