

We are searching for a **Leasing Manager** – *expert negotiator, collaborative communicator, and analytical decision maker* to join our team in Toronto.



Why work with us?

- Challenge yourself daily with interesting work with a Top Employer
- We invest in our people, assets, and our community
- Be recognized for your talent and contributions with a solid total compensation package

You'll fit in great if you:

- Deliver top-notch customer service as an excellent communicator and outgoing people-person;
- Thrive in a tight-deadline and multitasking atmosphere while staying organized; and
- Enjoy analyzing the market to capitalize on competitive leasing strategies.

The opportunity:

Reporting to the Vice-President - Asset Management - Eastern Region, the successful candidate will be responsible for leasing activities in the mixed commercial Toronto portfolio. Key responsibilities include:

- Track pending lease expiries, option renewal notice periods and initiate renewal negotiations.
- Orchestrate the leasing of vacant space through direct negotiations with tenants and coordinating the activities of third-party leasing brokers.
- Ensure all vacant space is market-ready by working with the property managers to ensure properties are shown to their best advantage.
- Monitor competitive leasing transactions and maintain up-to-date data on market rental rates, tenant inducements, sizes of available competitive vacancies, parking ratios and additional rent charges.
- Summarize proposed transactions and recommend terms for new and renewal leasing.
- Create, analyze and negotiate Letters of Intent, Offers to Lease, Leasing Proposals and similar documents and manage the negotiations to culmination.
- Negotiate and recommend amendments to standard lease documents.
- Compile monthly leasing reports to measure performance.
- Attend industry functions such as educational seminars, market forums, and continuing education courses to further real estate knowledge and networking opportunities.

Technical qualifications:

- Valid Real Estate Salesperson's license.
- Undergraduate degree in business or related field.
- 5+ years' experience in commercial real estate leasing.
- Achievement/pursuit of FRICS, CFA, or PGCV considered a strong asset
- Proficiency with MS Word and Excel.
- Clear understanding of concepts and legal matter in a commercial real estate lease.
- Working knowledge of leasehold construction and pricing of landlord and tenant work.

Apply now!

Forward your resume in confidence with a cover letter outlining your salary expectations to the attention of Jayelle Morris by following the link <https://scouterecruit.net/jobs/ni/20190333-leasing-manager>.