



Leasing Coordinator

Choice Properties Real Estate Investment Trust is an owner, manager and developer of well-located retail and commercial real estate across Canada. Choice Properties' portfolio spans approximately 44.1 million square feet of gross leasable area and consists of 546 properties primarily focused on supermarket-anchored shopping centres and stand-alone supermarkets. Choice Properties' strategy is to create value by enhancing and optimizing its portfolio through accretive acquisitions, strategic development and active property management. Choice Properties' principal tenant, and largest Unitholder is Loblaw Companies Limited, Canada's largest retailer. Choice Properties' strong alliance with Loblaw positions it well for future growth.

Reporting to the Senior Director, Leasing in Vancouver, the Leasing Coordinator is responsible for providing support to the Leasing team in both the Vancouver and Calgary offices. This critical role is responsible for coordinating the deal related documentation, correspondence and approval forms to facilitate all leasing activity and to update and track monthly reporting for leasing activities. Leasing experience in a fast paced commercial real estate environment is preferred and experience with retail legal and lease documents is an asset. This role is based out of our Burnaby, BC office.

What you will be doing?

- Use standard forms to prepare Letters of Intent, Offers to Lease, Lease Renewals and Lease approval forms. Assist in the continuous improvement of these forms.
- Maintain files and databases (SharePoint, Excel) for all contracts and offers.
- Maintain due diligence tracking for critical dates for contracts and offers (Lease Tracker).
- Prepare monthly and weekly lease reports, deal tracking and renewal sheets with ongoing updates from Leasing and as directed (Leasing Activity Report)
- Respond to general leasing enquiries by telephone and email and direct to appropriate leasing staff.
- Compile and distribute property specific information to tenants and brokers.
- Design and prepare leasing packages for potential clients, including -PowerPoint presentations and complete other presentation materials for -Leasing team as required.
- Respond to requests for information from other internal departments including leasing, accounting and finance.
- Complete credit checks for potential tenants.
- Coordinate and assist in the updating and maintenance of Leasing Brochures and databases
- Provide support for ICSC functions as directed (some minor travel required to work the booth at the Western Conference)
- Manage supplies and office requirements as directed for the Vancouver Office



-Provide administrative support, including typing all types of correspondence, completing reports, photocopying, scanning, taking minutes, coordinating travel, submitting expense reports, and coordinating meetings.

What we are looking for?

- Minimum of 5 years of experience preferably within a commercial real estate or retail environment.
- Advanced computer skills, including the ability to proactively manage multiple calendars.
- A demonstrated ability to effectively interact with people.
- Superior communication skills, both verbal and written
- Able to deal with sensitive business information in a confidential and professional manager
- Proactive and highly organized with the ability to prioritize multiple tasks; must be able to work within minimal supervision as well as to take direction from multiple managers
- Accuracy and attention to detail is critical
- Able to identify client needs and commit to responding to them in agreed upon timeframes.
- Work well in a team environment and has a positive outlook and attitude.
- Proactive individual, able to effectively manage various projects simultaneously.

Technical Requirements:

- Excellent typing, grammatical and writing skills.
- Must be proficient in Word (tables and red lining of offers), PowerPoint, Excel, Outlook.
- Experience using SharePoint, or other file sharing is preferred.
- Experience with SAP or equivalent software accounting is preferred.
- General office tools including copying and scanning.

Interested candidates are asked to visit our site at www.choicereit.ca and go to Careers to create a profile and upload your resume. Deadline to apply is January 26, 2018.