

Lease Administrator

Nature of Position:	Full Time
Location:	Vancouver, BC
Start Date:	Q1 2018
Compensation:	Based on Experience

Hungerford Properties is a fast-growing real estate investment, management and development company with millions of square feet of industrial, office, retail and residential properties in Western Canada. Our mission is to create value for investors, help business owners grow their companies, and build better neighbourhoods for all, through the astute investment, management and development of real estate. We are an established and expanding team with an impressive track record and proud history. We bring sophisticated investment tools to the Western Canadian market and build award-winning developments. For more than three decades, we have followed a simple strategy: buy well and add value through proactively investing, developing and managing commercial and residential projects. Our company is driven by five Core Values: Ambition, Diligence, Creativity, Relationships and Community, and the people we hire should be completely aligned with these values. As underlined by our values, we set high expectations for ourselves and for our people; all staff are expected to know, understand and deliver on our standards.

The Candidate and Responsibilities

The **Lease Administrator** position is based out of **Vancouver, BC**.

Due to the continuing growth of the portfolio, the Leasing & Sales department has a requirement for an ambitious and detail oriented Lease Administrator. Applicants for this position will be self-motivated individuals with a high degree of initiative. The candidate will work in a team environment interacting regularly with all departments of Hungerford Properties and will report directly to the Director of Leasing & Sales. The candidate selected for this position will possess strong interpersonal skills, be attentive to detail, and possess critical thinking and analytical skills.

The **Lease Administrator** will be active in the following primary responsibilities both in an individual and team setting:

- Perform administrative tasks such as maintaining all client, tenant and broker lists
- Coordinating, drafting, and compiling both internal and external reports and maintaining the archiving of property portfolio files
- Handling calls from brokers, tenants, prospects etc.
- Ensure proper filing of correspondence and other documents
- File management of Leasing & Sales electronic filing system
- Ensure and maintain open communication with other departments
- Expense reports for Leasing & Sales Division
- Coordinating and scheduling meetings for Leasing Division
- Prepare agenda for regular meetings and updating minutes
- Any and all other administrative duties as assigned by the Director of Leasing & Sales
- Accurate and timely preparation of all leasing and sales documentation and correspondence between the landlord, tenants, brokers and/or legal representatives

- Ensure that the landlord's and tenant's obligations are accurately reflected in the various documents entered into between the landlord/owner and tenants
- Ensure that all precedent documents in use are the most recent version (vetted by counsel if required)
- Coordinate discussion of, revisions to, finalization of, and execution of all documents between the Leasing & Sales project lead, legal counsel and tenants or their agent
- Track documentation flow and ensure documents are fully completed/ executed and within the contract parameters and in accordance to deadlines
- Develop and maintain positive relationships with clients, tenants, internal colleagues, consultants and suppliers
- Review and create commission invoices, and track timely payment
- Create commercial lease summaries for hand off meeting with development, property management and accounting team
- Internal monthly reporting on leasing and sales status, in conjunction with project lead
- Review and write offers to lease and various lease agreements, and provide feedback on content to project lead
- Work with outside legal counsel to create and review various legal documents
- Review Purchase and Sales Agreements and provide feedback on content to project lead
- Track sales contracts and ensure timely handling of deposits, conditions, and other items as required
- Create monthly sales reports for internal and external stakeholders
- Coordinate sales and closing administration of commercial condos in conjunction with legal counsel
- Prepare, update and coordinate all legal documents, disclosure statements, and other duties as required for commercial sales projects in conjunction with legal counsel and development team
- Work with Marketing Division to ensure all marketing material are up to date
- Other responsibilities as required

This role does require the skills of a highly organized, process driven and competent administrator but the ideal candidate will have a passion for the real estate industry and a desire to grow and advance to take on additional tasks as comfort levels increase. You must be able to take the initiative and add value to the position.

Qualifications\Requirements

- Three to five years' experience as a legal assistant/paralegal and exposure to preparation of real estate documentation and/or real estate leasing
- University degree in Real Estate an asset.
- Excellent customer service (written and verbal), and strong organizational time management skills
- Detail oriented with ability to proofread complex legal documents
- The ability to work independently as well as in a collaborative team environment.
- Advanced skills in MS Office (Word, Excel, PowerPoint and Outlook)
- Yardi experience an asset
- Ability to display a high level of professionalism at all times and possess the ability to meet deadlines without compromising accuracy and completeness

- Ability to prioritize multi-task projects, articulate ideas and react appropriately even under pressure
- Self-motivated and possesses a high level of professionalism
- Excellent work ethic and attention to detail
- Strong verbal and written communication skills along with a team- oriented mindset are key components of this position

To Apply

Please send your resume, in Word format, to careers@hungerfordproperties.com, quoting "**Lease Administrator**" in the subject line. We thank all applicants in advance but only those qualified may be contacted.