



Leasing Associate

The Redstone Group is one of British Columbia's largest private real-estate organizations with a diversified portfolio spanning Vancouver, Canada and the Western United States. We own and manage over 4.8 million sq. ft. of commercial property. With offices in Metro Vancouver, Seattle, Spokane, Olympia, Denver, Los Angeles and Phoenix. The Redstone group continues to expand and grow throughout Canada and the Western United States.

We're looking for a Leasing Associate who is interested in the leasing and marketing of commercial real estate properties. The candidate should be highly organized, detail-oriented and interested in becoming part of a growing team with a diverse real estate portfolio.

Responsibilities

1. Perform financial due diligence and help facilitate lease negotiations with prospective and existing building tenants;
2. Liaise regularly with leasing brokers and brokerage agencies on lease negotiations and to ensure building marketing material is presentable, accurate and up-to-date;
3. Manage internal transaction and approval process to help facilitate lease negotiations;
4. Organize and maintain leasing team reports, analysis, market intelligence, stacking plans, etc;
5. Draft proposals, offers to lease, Lease modification Agreements and Lease documents;
6. Coordinate all documents for legal review;
7. Establish and maintain tenant(s) relationships to oversee and assist with leasing related tasks; and
8. Organize and analyse existing lease agreements and lease terms in preparation of lease expiries, renewals, etc.

Skillset

- Highly organized, diligent and detail oriented;
- Strong writing and communication skills;
- Proficient in Microsoft Office applications (Excel, Word, Outlook, etc.);
- Personable and interested in client facing situations; and
- Team player.

Experience

- Undergraduate degree;
- Previous commercial real estate experience is preferred; and
- A valid driver's license and fully insured automobile.

#2011 – 7495 132nd Street, Surrey, BC V3W 1J8

Office: 604-596-5622 | Fax: 604-596-5204