

**Job Title**

Real Estate Specialist, Vancouver Fraser Port Authority

**Job Location**

Vancouver, BC

**Status**

Full-Time, Permanent

**Company Description**

Join an organization that plays a critical role in Canada's economy. At the Vancouver Fraser Port Authority, we focus on doing the incredible work it takes to become the world's most sustainable port.

The Vancouver Fraser Port Authority is responsible for the stewardship of the Port of Vancouver, Canada's largest and most diversified port. Our mandate as a Canada Port Authority, as set out by the Canada Marine Act, is to enable Canada's trade objectives, ensuring goods are moved safely and responsibly through the Port of Vancouver. That means providing infrastructure and ensuring the safe and efficient movement of marine traffic and cargo within the port. It also means we carry out reviews of proposed activities and developments on federal port lands and waters to determine whether a project can go ahead without impacts to the environment and community that cannot be mitigated.

We are passionate about the work we do and what it contributes to our local communities, the region, and our country. This is reflected in our values of collaboration, continuous improvement, accountability, and customer responsiveness.

Be a part of a team that advances initiatives to promote economic prosperity through trade, a healthy environment and thriving communities for the future generations of Canadians. It's a workplace where the intrinsic value of your contribution to help foster the continued growth of the Canadian economy becomes a tangible reality. Bring your unique strengths, perspectives and experiences to the port authority and join us in charting a course toward a sustainable future.

**Job Duties**

The real estate specialist performs property management and negotiation functions including rental reviews, lease administration and negotiation, property valuations, inspections, overseeing tenant operations and enforcing compliance with contractual terms. Verifies input to property management systems and performs other assigned duties as required.

This role will:

- Negotiate lease and license agreements, amendments, surrenders, rent reviews, easements, and other agreements for the utilization of VFPA property in accordance with VFPA policies, guidelines, and practices
- Inspect and report on VFPA properties, tenant improvements, including new construction and alterations to ensure compliance with agreement terms
- Prepare valuation reports and rental proposals. Carry out market rental surveys, commissions, and reviews independent appraisal reports. Prepare submissions to management in support of lease or rental review proposals
- Review property agreements for completeness and accuracy. Verify input to property management systems
- Field real estate inquiries and explores new revenue growth opportunities for VFPA. Provide real estate input to Project and Environmental Review applications

- Collect overdue rental special examiners, as required accounts
- Assist with the coordination of Access to Information Inquiries by reviewing VFPA property records and documents to ensure appropriate confidentiality. Assist auditors and special examiners, as required

### **Qualifications and Experience Required**

The successful candidate has completed UBC's Urban Land Economics Diploma, or equivalent and possess four (4) years' experience in a related real property management environment, with an emphasis on negotiation. Working knowledge of Microsoft Word and Excel is required. Experience in database software would be an asset.

This position is ideal for an individual with excellent interpersonal and communication skills, including the ability to liaise effectively and positively with both staff and outside contacts. Good judgment, a demonstrated aptitude and ability for tactful and diplomatic negotiation, along with solid analytical abilities. Must be a highly motivated and proactive individual with a strong orientation to customer service. Must be committed to a philosophy of continuous improvement in all work processes, and able to work independently as well as in a team environment. Must have an excellent written and verbal communication skills.

The incumbent must obtain and maintain a valid Marine Transportation Security Clearance when specific projects require this position to access restricted areas/information as defined by the Marine Transportation Security Regulations.

*The health and safety of our employees is a priority, and the Vancouver Fraser Port Authority is committed to ensuring a safe workplace. Vaccinations, in combination with other preventative health and safety measures, offer the best available protection against COVID-19 and that is why port authority employees are required to be fully vaccinated against COVID-19. Providing proof of vaccination against COVID-19 is a condition of employment.*

*Candidates may be accommodated for this requirement if they are approved for a legal exemption; accommodation may be requested only for religious and medical reasons, or other protected grounds under the Canadian Human Rights Act. If you're seeking accommodation to the COVID-19 vaccination requirement, please indicate your request during the recruitment process.*

### **Closing Date**

Until filled.

### **How to Apply**

[Vancouver Fraser Port Authority - Job Description \(startdate.ca\)](#)