

## TENANT COORDINATOR

*We believe in forging long-lasting relationships to create change in our communities. From one building on Alberni Street in Vancouver to a range of projects across North America, we've expanded into diverse areas of expertise across the real estate industry. Our interests include ownership in 8.1 million sq ft of commercial property, over 2,300 units of residential and hospitality, and participation in the development of an additional 15 million sq ft. As we continue to grow, we stay true to our values by putting relationships first, standing by our word and striving for Something Greater in everything we do.*

Peterson is looking for Tenant Coordinator to join our commercial leasing team. Reporting to the Director, Leasing, the Tenant Coordinator is directly responsible for coordinating and maintaining a positive tenant experience during the leasing and tenant move-in process as well as maintaining a high tenant satisfaction rate throughout the tenancy. Working closely with both the leasing and property management team and the position will need to effectively liaise between the two teams. This role will be working at our downtown head office and on-site at the Fairmont Medical Building (750 W Broadway, Vancouver).

The ideal person is highly organized and an effective communicator who is adept at working both autonomously and as part of a team. This role is best suited for an outgoing and professional individual who can think outside the box when problem-solving and is self-motivated with strong work ethics. Overall, this role requires an individual who is detail-oriented, customer-focused, and passionate about delivering exceptional tenant services.

### Key Responsibilities

- Maintaining first class service and communication with all potential and existing tenants and leasing brokers;
- Conducting and coordinating showings with potential tenants and brokers as needed;
- Conducting periodic building walkthroughs and communicating any recommendations for improvements or repairs to vacant suites and common areas;
- Creating accurate leasing plans for all available suites;
- Updating leasing brochures as needed;
- Reviewing and updating online listings weekly or as needed;
- Coordinating with the Marketing team to announce new lease deals on social media;
- Preparing and sending out email campaigns as needed;
- Coordinating welcome gifts for new tenants as needed;
- Respectfully and capably representing the best interests of Peterson Group in all internal and external dealings;
- Facilitating property viewings for the Leasing team;
- Assisting with leasing events, including but not limited to putting together guest lists, creating invitations, signage and presentations, and coordinating vendors as needed; and
- Conducting market research for all asset classes relevant to the IPP portfolio.

### What You Bring

- Completion of a high school diploma with at least 2 years of experience working within an office environment;
- A polite, professional, and cooperative mindset with the willingness to assist others;
- Advanced skills using the Microsoft Office Suite (Word, Excel, PowerPoint).
- Superior writing and editing skills;
- Detail oriented, organized and ability to prioritize;
- Ability to multi-task and excellent time management skills;
- Self-motivated and passionate team player;
- Basic skills in using the Adobe Creative Suite (InDesign, Illustrator, Photoshop) will be considered an asset; and
- Skills in using Yardi will be considered an asset.

We are an equal opportunity employer. Start challenging yourself today in an environment that embraces diversity and rewards innovation with competitive pay and great benefits.

We thank all candidates for their interest - only short-listed candidates will be contacted. To apply for this opportunity and learn more about Peterson, visit our Careers page at [www.petersonbc.com](http://www.petersonbc.com).