



## **JOB POSTING**

JOB TITLE: LEASING MANAGER  
LOCATION: EDMONTON, AB  
REPORTS TO: MANAGING DIRECTOR  
DATE: APRIL 3, 2014

### **Summary**

Managing a portfolio of shopping centres with a focus on maximizing profits, mitigating risks, filling vacancies and improving the overall value of the asset through aggressive lease rates and first class tenancies.

### **Functions & Responsibilities**

- Implements the budget through renewals, new leasing opportunities and potential developments with a focus on maximizing net rental rates from tenants that are "best in class".
- Assesses the tenant mix of a centre in order to determine which tenants are best suited for the centre and identify any tenants/uses that are not represented in the mix.
- Understands the market including trends, rates and forecasting so that the deals structured are reflective of the economic reality.
- Cold calls prospects and presenting centres in order to secure desired tenancies.
- Structures deals that are economically viable and amicable for both the Landlord and Tenant.
- Papers deals and coordinating with Legal, Leasing Administration, Construction and Property Management to ensure that all documentation is completed and distributed accurately, all relevant Landlord and/or Tenant work is completed on time and within the budget and that the premises is turned over to the Tenant on time and in good order.
- Establishes annual budgets for the portfolio of shopping centres that is both aggressive and attainable.
- Reports on the progress of deals to peers and management at monthly leasing meetings.
- Interprets proformas and NER's in order to understand the economics of deals and assess the financial strength and projected return on investment of a particular deal or potential development.

- Acts as primary and ongoing contact for tenants, their consultants and other representatives.
- Works closely with Property Management to deal with Accounts Receivable issues.

### **Knowledge, Experience & Skills**

#### **Required level of education and job-related of experience:**

- University degree or college diploma.
- A minimum of 5 years related industry experience.

#### **Specific Skills**

- Superior oral, written and communication skills.
- Strong negotiating, analytical and problem solving skills.
- Organized, self driven and motivated.
- Disciplined and goal orientated with the ability to multi-task and proven track record of delivering results.
- Good understanding of Lease and Offer to Lease documents.
- Proficient computer skills in numerous programs, such as, Microsoft Outlook, Word, Excel and PowerPoint. Also a familiarity with web based applications an asset.
- Good knowledge of local real estate market (brokers, tenants and other landlords).
- Ability to conduct financial analysis on deals (proformas, NERs, GROC's).

#### **Required Licenses or Professional Accreditation**

- Broker or Real Estate License an asset.
- Affiliation with ICSC an asset.

Excellent compensation commensurate with experience and full benefit package.

Please apply to [recruiter@firstcapitalrealty.ca](mailto:recruiter@firstcapitalrealty.ca)