

ProCura Position Description

Job Title:	Senior Property Leasing Administrator
Location:	Edmonton
Reporting to:	Michael Surkovic, Property & Leasing Manager
Direct Reports:	None
Date:	March 2017

Position Summary:

Performs a wide variety of administrative and support duties to assist the Property & Leasing Manager in the execution of property management and tenant support. This position is directly responsible for maintaining current and accurate leasing files along with due diligence tracking for critical dates. Responsible for preparation of lease documentation, correspondence and leasing information for distribution to potential tenants.

Critical Aspects:

Customer service oriented.
Deliver results in a timely and accurate manner.

Responsibilities:

- Support the commercial property manager(s) in a professional and timely manner with various duties as required;
- Preparation of lease documentation including offers to lease, leases, amendments and consent agreements;
- Update/confirm building stacking plans on a monthly basis;
- Process invoices and expenses for leasing commissions, tenant charge backs, and other related items;
- Process credit reports, corporate registry and land title search requests;
- Manage the Lease Documentation function for a prescribed portfolio of properties, which duties comprise:
 - Provide estoppel preparation in connection with property dispositions;
 - Liaise with property management staff, tenants, brokers and other leasing staff, as required;
 - Inputting lease data for new tenants into Yardi; updating Yardi records when there are step ups and changes to square footage;
 - Preparing Lease Abstracts;
- Responsible for ensuring effective delivery of lease administration services through liaison with other internal departments;

- Maintenance of lease document tracking status database;
- Preparation of accurate & timely vacancy report and other internal reporting as required;
- Fielding calls on general leasing inquiries from industry contacts when leasing when Property manager are not available;
- Assist property manager(s) in achieving lease objectives and keeping good relationships with tenants, brokers and industry contacts;
- Work with other internal departments, property management, finance and accounting, acquisitions, etc., as required on related issues;
- Assist Property manager with marketing, and advertising vacancy; and
- Reception relief and other duties as required.

Measurements:

- Timely processing of A/R and deliver results for assigned tasks.

Working Relationships:

Internal:

- Property Management Team, Accounting Team, and Management

External:

- Tenants, Suppliers, Contractors, and Public Authority

Qualifications:

Required:

- RPA designation;
- Post-secondary degree in Business;
- Experience with Yardi;
- 5+ years' experience in commercial property leasing;
- Solid understanding of leasing process, concepts and documentation including a solid understanding of operating expense (CAM) recoveries and calculation clauses as well as an understanding of percent rent clauses and calculation;
- Advanced skills in Word, PowerPoint, Excel and desktop publishing software, typing speed of 55 WPM (minimum) with proficient proof reading skills (spelling, punctuation and grammar); and
- Detail oriented; able to resolve problems using facts and sound reasoning.

Capabilities:

- Ability to multi-task and provide support to various departments;
- Flexible to organizational needs and change in direction;
- Tenacity when dealing with tenant collections;
- Ability to exercise confidentiality; and
- Ability to handle multiple demands and competing priorities, and adapt to new ideas and constant changes.