

LEASE COORDINATOR



As a Lease Coordinator based in Calgary, you will contribute within a team environment to market properties for lease, manage leasing processes, and track lease documentation status. The successful candidate will possess extensive knowledge of legal requirements pertaining to commercial leases.

Compensation & Benefit Package includes:

Full-time, weekday hours
Competitive salary

Family Dental & Health Benefits
Employee RRSP Program

Ongoing educational assistance
Supportive team environment

Here's how you'll make a difference...

Major Responsibilities

- Take responsibility for the lease renewal process through document initiation to finalization of the lease
- Provide accurate and timely responses to brokers relating to building information
- Coordinate showings of tenants' premises
- Ensure that the landlord's and tenant's agreements and correspondence are accurately filed
- Ensure that all precedent documents in use are the most recent version (vetted by counsel if required)
- Track documentation flow and ensure documents are fully completed/executed and within the contract parameters
- Process leasing commission invoices and lease documentation invoices and verify fees for accuracy
- Generate and complete reports, track lease expiries, and notify the Director of Leasing a minimum of twelve months prior to the expiry of all leases
- Manage marketing content for premises available for lease

Experience & Qualifications

- Minimum five years directly related real estate experience, ideally in a commercial property management environment
- Post-secondary education from an accredited institution (diploma/certificate) is an asset
- Experience drafting commercial lease documents is an asset
- Excellent written and verbal communication skills
- Highly proficient in the use of computer programs (MS Word, Outlook, Excel, Power Point)
- Organized and task oriented with the ability to multi-task in a fast paced environment
- Detail oriented with an ability to focus on and proofread complex documents with a high level of accuracy
- Desire to develop skills and career in the real estate industry
- Valid Driver's License and clean Driver's Abstract
- Owns a reliable vehicle

A detailed job description may be requested by emailing southcareers@edonmgmt.com.

Apply Today!

Email your resume to
southcareers@edonmgmt.com stating
Job No. 5C05222018 in the subject line.

Fax your resume to 403-259-8851
with a cover page stating
Job No. 5C05222018.

Drop off your resume to reception at:
1441 Hastings Cres. SE
Calgary, AB T2G 4C8

All resumes will be considered, but only those candidates selected for an interview will be contacted. Thank you for your interest in employment with Edon Management.