



<b><u>EMPLOYER:</u></b>	<b>First Real Properties Limited (“FRPL”)</b>
<b><u>DATE:</u></b>	<b>March, 2022</b>
<b><u>POSITION:</u></b>	<b>Leasing Manager</b>
<b><u>REPORTS TO:</u></b>	<b>Leasing Manager (Calgary Office) and Senior Vice President (Toronto Office)</b>

### **Overview**

The portfolio includes five (5) office buildings, with some retail components, located in the downtown district of Calgary, Alberta and one (1) industrial building, located in the northeast Calgary industrial area, with a total area of 1,371,054 sq. ft.

### **Position Outline**

There is an immediate opening for a Leasing Manager in FRPL’s Calgary office. The successful candidate will be reporting initially to the current Leasing Manager in the Calgary office and ultimately, to the Senior Vice President, who is based in the Toronto office. They will be responsible for the day-to-day leasing functions and will be the front-line individual tasked with optimizing occupancy and rental revenue for the buildings in the Calgary portfolio. The working hours are 8 a.m. to 5 p.m. with a one hour lunch break. FRPL provides an excellent group benefits package and pension plan. It is required that the candidate have hands on experience working for a commercial, retail and/or industrial property management company. The day-to-day work environment is open, collaborative and inclusive with an emphasis on “just getting the job done” and ensuring FRPL’s policies, procedures and work ethic are always followed.

### **Responsibilities:**

- Day to day leasing related matters for the Calgary portfolio, including but not limited to, being FRLP’s front-line broker and tenant liaison for leasing.
- Maintaining all internal marketing information, floor plans, website, reports, etc. to ensure accurate and current information is available for prospective tenants and/or brokers.
- Processing of leasing related correspondence, commission invoices, tenant allowance claims, documentation, etc.
- Strong knowledge in interpretation and negotiation of all leasing correspondence and leasing related documentation, POP site, sub-lease and assignment transactions. Actively process documentation and leasing information through the management system.
- Ensure FRLP’s monthly rent rolls generated by the company’s system coincides with tenant leases and other reports.
- Liaison with the brokerage community on a quarterly basis to ensure we have current market information on the downtown market (ie. vacancy and leasing absorption).
- Co-ordinating space plan feasibilities and engineering consulting for prospective tenants to ensure we can meet their requirements, including the coordination of obtaining “as built” plans of any upcoming vacancies to have readily available for future marketing purposes.

- Ensuring all vacant spaces show well and suggesting any upgrades that may be required for marketing. Maintain and enhance all marketing efforts.
- Ensure all relevant encumbrances to spaces, in accordance with negotiated leases, are internally properly documented and all associated staff are aware of such space encumbrances (such as first rights of refusal, options, etc.).
- Organize and co-ordinate approved promotional events.
- A strong knowledge of ongoing market trends and work to address these trends where appropriate and as directed.
- Develop and maintain ongoing positive relationships with individual brokers, brokerage offices, new potential tenants and existing tenants.
- Ensure all spaces within our buildings are properly measured and recorded to the approved BOMA standard.
- Liason with other departments within the company and counterparts in other office.
- Provide year end leasing-related accrual information to Accounting.
- Other duties as assigned.

### **Job Qualifications**

- Post secondary education and minimum 5 years of commercial leasing experience.
- Strong knowledge of lease clauses and the ability to discuss subtleties and nuances of wording.
- Proficient in Microsoft Word and Excel. Some accounting and finance knowledge is beneficial.
- Knowledge of the Yardi Voyager property management system is an asset but not essential.
- Professional, motivated self starter with a proven ability to begin and conclude the lease/tenant transaction cycle efficiently and effectively and in the best interests of FRPL.
- Demonstrable business acumen and professionalism and the skill to anticipate and work around and through obstacles in the negotiation process.
- The ability to quickly and accurately calculate Net Effective Rates and other related financial ratios and percentages.
- Able to be proactive and take initiative with a strong problem solving instinct.
- Proficiency in written, verbal report writing, presentations, and meeting facilitation.
- Projects a calm, humbled yet self-confident personality, with pragmatism and creativity.
- The ability to work independently always considering FRPL's work ethic and easily able to work within a team environment.
- Detail-oriented with ability to make well thought out decisions and recommendations that serve the best interests of FRPL.

Interested parties are encouraged to contact Andy Baxter at [andy.baxter@yalecanada.com](mailto:andy.baxter@yalecanada.com) or 403-571-3129