

Leasing Assistant | Calgary

At Aspen our Vision is to remain a highly respected boutique real estate company and employer of choice. We will continue to earn exceptional returns by adding value through ownership, management, and development opportunities.

Through our Purpose, Aspen Properties is passionate about creating value for our team and community. We pride ourselves on our Core Values; Respect, Leadership, Integrity, Service Excellence and Teamwork. Through the core values, our employees are committed to a culture of honesty, open communication, and accountability with high standards of professional and ethical conduct.

We offer a dynamic opportunity, with an excellent compensation and benefits program. We are a fun and professional environment that promotes and rewards learning, development, and success. Aspen is an equal opportunity employer that values hiring and retaining a diverse workforce.

We are pleased to announce we have an opening for a team and service-oriented individual to fill a **Leasing Assistant** position. This is a full-time office-based role located in Calgary.

This is a fantastic opportunity and if you, or someone you know, are a match for the qualifications below please submit resumes to Human Resources at hr@aspenproperties.ca.

You'll find a full listing and description for this and other Aspen positions currently available at [CAREERS | Aspen Properties](#).

Thank you for your interest in the Aspen team.

Your new role |

The Leasing Assistant provides support to the Leasing, Lease Administration, Asset Management and Acquisition Teams. This position will report to the Leasing Manager.

Key Responsibilities |

- Maintain detailed market research and monitor local real estate market trends
- Assist in the preparation of requests for proposals and letters of intent for the leasing group
- Assist Leasing Managers to tour the Calgary portfolio
- Complete frequent audits of the company website to ensure information is accurate and current
- Conduct research and provide support on special projects
- Prepare, proofread, format and/or review documents including tables, charts, graphs, spreadsheets, invoices, notices, contracts, and cost summary sheets
- Floor plan and BOMA measurement coordination
- Build working relationships with internal and external sources, stakeholders, brokers, and research professionals
- Event planning and coordination
- Update and coordinate with the marketing department, monthly leasing brochures
- Liaise with property management and accounting departments as required to track document, vacancy and furniture status
- Prepare and proofread correspondence including memos, letters and reports
- Compile expense reports
- Other duties as required



Qualifications |

- University degree or college diploma required
- 1 to 2 years of Commercial Real Estate experience
- Financial proficiency required
- Strong proficiency in Microsoft Office products including Outlook, Word, Excel and PowerPoint
- Successful completion of a police criminal record check
- Successful City of Calgary Police Information/Criminal Record Check and Educational Check

What you will need to succeed |

- Self-starter
- Superior customer service and teamwork skills
- Strong, effective and professional written and verbal communication skills
- Demonstrated leadership skills
- Ability to work cohesively in a team environment and develop and sustain cooperative working relationships with contractors, tenants, brokers, and the public
- Ability to exercise sound business judgment and confidentiality
- An organized self-starter with excellent time management skills and an ability to manage competing priorities
- Honesty and integrity combined with a high level of initiative and dedication
- Strong attention to detail
- Superior proof-reading skills
- Excellent verbal and written communication skills
- Ability to handle multiple demands with competing priorities, work under pressure and manage tight deadlines
- Excellent planning, organizational, analytical and problem-solving skills
- Ability to develop and adapt to new ideas and constant changes

While we appreciate all interest, only those candidates selected for an interview will be contacted.

