

LEASE ANALYST

Position: Permanent

Location: Montreal

Salary: To be determined

Date: As soon as possible

ABOUT BTB

BTB is an important property owner in Eastern Canada. BTB owns 71 commercial, office and industrial properties totaling more than 5.1 million square feet in the Greater Montreal, Quebec City and Ottawa areas. At BTB, a tenant is a client. Therefore our standard of service is high. BTB develops sustainable relationships with its clients and strives to demonstrate an ongoing commitment to them.

SUMMARY JOB DESCRIPTION

The Lease Analyst will report to the Principal Controller and will review and create lease summaries and will be responsible for lease coordination. The tasks performed by the selected candidate will include:

- Enter billing terms and conditions into our accounting and lease management software SPACE ;
- Prepare and enter lease summaries into SPACE;
- Examine and analyse new leases and lease renewals and enter the information into SPACE
- Manage measurements of the leasable areas of our premises in SPACE and update the GLA in the event of a difference in measurement ;
- Ensure that deadlines and legal restrictions relating to our leases are respected and circulated. For example: renewal options, rights to first refusal, exclusivity clauses, move-in dates, etc. ;
- Share all information concerning leases to various departments;
- Update the tenant information following lease amendments ;
- Publish and radiate moveable hypothecs ;
- Play a key role in setting-up and improving the lease administration process ;
- All other pertinent tasks.

DESIRED SKILLS

- Strong writing and legal analysis abilities ;
- Efficiency, thoroughness and a born multi-tasker required;
- Great team spirit ;
- Legal knowledge.

REQUIREMENTS

- Required: At least 3 years' experience in similar position;
- Required: French and English, spoken and written;
- Required: Knowledge of MS Office (Word, Excel and Outlook) ;
- Asset: Knowledge of SPACE software.
- Asset: Degree in legal technique or experience in real estate.

BTB provides a friendly work environment, competitive compensation and benefits package.

Please, send your CV to:

rh@btbreit.com

Only selected candidates will be contacted. We thank you for your interest.