

LEASE MANAGER

Job offer: Permanent job

Location: Greater Montreal

Salary: To determine

Starting date: As soon as possible

ABOUT BTB

BTB is an important owner of buildings in Eastern Canada. BTB owns more than 70 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 held high. BTB develops sustainable relationships with its Clients and strives to demonstrate its ongoing commitment to them.

JOB DESCRIPTION

Reporting to the Lease management Director and working directly with the property management and leasing departments, the lease manager must generate all legal related documents with regards to our tenant's files, such as leases, offers, amendments, lease summaries and any other type of agreement. The selected candidate will be performing the following duties:

- Writing leasing proposals and the leases arising therefrom ;
- Reviewing tenant's records and draft renewal agreements, transfers, amendments, communications, or any other relevant documentation;
- Ensuring that all necessary approvals have been obtained from the different departments with regards to the preparation of these agreements, and address any issues with the people involved;
- Following-up on on-going files, process all signed documents and tenants' correspondence, and transfer everything to the appropriate departments (leasing, accounting, property management, construction, corporate, etc.);
- Keeping up-to-date physical and electronic files on our tenants;
- Registering moveable hypothecs, manage irrevocable letters of credit and demands for subordination of rank, initiate and process credit verifications, and carry out any other related requests;
- Dealing with the various requests related to leases, answer questions and assist leasing, construction, accounting and property management with their interpretation of our tenants' leases and various agreements;
- Any other related task.

DESIRED SKILLS

- Strong writing and analysis abilities ;
- Efficiency, thoroughness and a born multi-tasker required;
- Excellent organizational and time management skills ;
- Great self-sufficiency with management of files.

REQUIREMENTS

- Required : Minimum 5 years of relevant experience
- Required : French and English – spoken and written
- Required : Excellent knowledge of MS Office
- Asset : Knowledge of legal practices and/or real estate
- Asset : knowledge of SPACE software

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.