

LEASING ASSISTANT

Job offer: Permanent

Location: Montreal

Salary: To be determined

Starting date: As soon as possible

ABOUT BTB

BTB is an important owner of buildings in Eastern Canada. BTB owns more than 73 commercial, office and industrial properties totaling more than 5.4 million square feet located in the Greater Montreal, Quebec City and Ottawa areas. At BTB, a tenant is a client. Therefore, our standards of service are held to the highest regard. BTB develops sustainable relationships with its Clients and strives to demonstrate its ongoing commitment to them.

JOB DESCRIPTION

Reporting to the Vice-President- Leasing, the Leasing assistant will offer administrative support to the Vice-President and to the Leasing Director. The selected candidate will be performing, inter alia, the following duties:

- Answering and redirecting calls concerning vacant premises;
- Managing emails intended to the leasing department;
- Creating and updating databases concerning market information (available square feet, rental rates, operational expenses and taxes, competitor information) according to the different areas where BTB's properties are located;
- Collaborating to develop strategies and create client databases (listing, correspondences, cold calls, updating the database);
- Promoting the company services to prospective tenants (conducting viewings, contacting prospective tenants to schedule appointments);
- Preparing and coordinating periodic events and professional meetings (greetings and presentations)
- Any other related tasks.

DESIRED SKILLS

- Impeccable customer service skills;
- Capacity to accept changing priorities and strong desire to work in a constantly changing environment;
- Efficient and detailed-oriented work on simultaneous projects;
- Self-reliance and ability to work under pressure.

REQUIREMENTS

- Required: French and English, spoken and written ;
- Required: At least 3 years' experience in similar position;
- Required: Knowledge of MS Office (Word, Excel, Power Point and Outlook) ;
- Required: Knowledge of commercial real estate;
- Asset: Knowledge of InDesign and Photoshop software;
- Asset: A post-secondary education in sales.

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.