

Leasing Director

Position: Leasing Director – Permanent position

Location: Greater Montreal Area

Salary: To be determined

Beginning of employment: As soon as possible

ABOUT BTB

BTB is an important property owner in Eastern Canada. BTB owns 72 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

Reporting to the Vice President, Leasing, the Leasing Director will look for potential tenants, negotiate terms and conditions for leasing spaces and lease agreements. The selected candidate will be responsible for the following tasks:

- Prospecting activities with potential tenants;
- Recognizing leasing trends in the marketplace;
- Coordinating visits for available spaces;
- Participating in leasing and marketing strategies with leasing member;
- Representing the company through all the steps of lease negotiations;
- Ensuring that all transactions are concluded in accordance with the strategies and objectives of the company;
- Collaborating with lease management personnel to generate documents according to lease negotiations;
- Following-up on leasing objectives and preparing activity reports;
- Participating in networking activities to create, build and maintain business relationships;
- Collaborate with the accounting and operation departments;
- Any other related tasks.

DESIRED SKILLS

The candidate will demonstrate:

- High quality customer service;
- Excellent organizational and time management skills;
- Ability to build and maintain strong business relationships;
- Initiative, determination and perseverance;
- Listening skills, tact and diplomacy.



REQUIREMENTS

- *Required:* At least 3 years' experience in a similar position;
- *Required:* Knowledge of commercial real estate;
- *Required:* Valid Driver's License and owns a car ;
- *Required:* French and English, spoken and written;
- *Asset:* A post-secondary education in administration or a related field.

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.