

LEASE MANAGER

Job offer: Temporary (maternity leave)

Location: Montreal

Salary: To be determined

Starting date: November 2nd, 2020

ABOUT BTB

BTB is an important owner of buildings in Eastern Canada. BTB owns more than 63 commercial, office and industrial properties totaling more than 5.3 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 President 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.

REQUIREMENTS

- At least 3 years' experience in similar position;
- Diploma in administration, legal, writing or similar;
- Knowledge of MS Office (Word, Excel, and Outlook);
- French and English, spoken and written ;
- Knowledge of commercial real estate and/or legal field;
- Knowledge of SPACE software, an asset.

DESIRED SKILLS

- Positive, professional and organised ;
- Strong writing and analysis abilities ;
- Team player and a sense of working together ;
- Efficient and detailed-oriented work on simultaneous projects ;
- Remarkable capacity to adapt, to self-governance and time management;

BTB provides a Great Place to Work certified environment, competitive compensation, and benefits package.

Please, send your CV to:

rh@btbreit.com

We thank you for your interest. However, only selected candidates will be contacted