



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 67 commercial, office and industrial properties totaling more than 5.7 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 Leasing team. The selected candidate will be performing, inter alia, the following duties:

- Answering and redirecting calls concerning space available for leasing ;
- Managing emails intended for the leasing department;
- Creating and updating databases regarding market information (space availability, rental rates, operation expenses and real estate taxes, information on competing availabilities) according to the market 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 and brokers to schedule appointments);
- Preparing and coordinating periodic events and professional meetings (greetings and presentations)
- Any other related tasks.

REQUIREMENTS

- Diploma in administration, or similar ;
- At least 3 years' experience in similar position
- Knowledge of MS Office (Word, Excel, Power Point and Outlook) ;
- French and English, spoken and written ;
- Knowledge of commercial real estate.

DESIRED SKILLS

- Positive, professional and organised ;
- Capacity to communicate warmly and manage various clientele
- Team player and a sense of working together ;
- Able to create an atmosphere of cooperation ;
- Efficient and detailed-oriented work on simultaneous projects ;
- Remarkable capacity to adapt, to self-governance and to organize;
- Abilities to handle stress.

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.

