

## JOB DESCRIPTION

JOB TITLE:	<b>LEASING MANAGER</b>
DEPARTMENT:	<b>FPG HOLDINGS</b>
JOB TITLE OF INCUMBENT'S SUPERVISOR:	<b>SNR LEASING MANAGER</b>
JOB TITLE OF INCUMBENT'S REPORTEE/S:	<b>N/A</b>

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## PURPOSE OF JOB

Oversees all Leasing functions including the control and management of leasing agreements and related documentation. Assists in the resolution of difficult and complex lease negotiations. Performs intermittent evaluation of Leasing policies and procedures and modifies as needed. Ensures that established policies, procedures, and legal requirements are followed. Coordinates activities, ensuring that all subordinate areas of responsibility support Company objectives. Trains, directs, and appraises personnel. Ensures that services are delivered professionally and efficiently.

## KEY PERFORMANCE AREAS

- Interpretation and data entry of new leases into MDA, for lease information, recurring billing and logging information in a timely manner with a focus on accuracy and continuity
- Interpretation and data entry of new leases into MDA of ancillary documentation, such as renewals, amendments, addendums and terminations in a timely manner with a focus on accuracy and continuity
- Drafting offers to lease, lease agreements, addenda, cancellation agreements, cessions and assignments and any supporting leasing documentation timeously and accurately
- Liaising with tenants, portfolio manager and landlords to complete any area change requests for leasing activity that require a unit and/or an area change
- Liaising with the landlord and portfolio managers to obtain lease approvals
- Working closely with the landlords and portfolio managers to obtain understanding of the upcoming leasing documentation and act on inputting leasing documents onto MDA to ensure accurate leasing activity
- Working with the landlord and portfolio manager to ensure that the leasing activity is recorded accurately and in a timely manner to support the landlords' reporting requirements
- Provide support to the portfolio managers when required.

- To regularly communicate and follow up with tenants with regards to outstanding documentation, including FICA documentation
- Assist tenants, portfolio managers and landlords to resolve all complex tenant leasing queries
- Keep all tenant files and filing systems updates
- Update and amend standard lease documentation in accordance with legislative amendments and enactments
- Writing legal opinions on proposed amendments to tenant specific requirements
- Initial invoicing of lease fees and deposits
- Performing lease audits on all lease documentation to ensure all lease documentation is correctly signed and is legally enforceable
- Preparing, compiling and sending monthly lease reports to the landlord
- Submitting commission calculations to the landlord for approval
- Management of leasing administrator by checking all loading of all leasing documentation, lease fees and deposits loaded on MDA
- Checking all leasing documentation prior to portfolio managers
- Management of leasing assistant, teaching of MDA and drafting of basic lease agreements and addenda.

#### **QUALIFICATIONS, COMPETENCIES AND SKILLS**

- Minimum of Grade 12 or equivalent qualification
- Bcom/ Business Admin/ Real Estate/ Public Administration Degree (advantageous)
- Paralegal Qualification (Desired)
- Real Estate experience (advantageous)
- Prior experience as a Leasing Manager
- Ability to sign legitimate tenants quickly
- Capacity to write, interpret, and assess lease agreements
- Excellent verbal communication skills
- Considerate of outgoing tenants
- Relevant experience, directly interfacing with clients and providing general administrative support
- General business and property management acumen