

JOB OPPORTUNITY
2010 - 12

Title: Lease Document Administrator
Location: 20 Vic – Head Office, One Queen Street, East, Toronto, Ontario
Reporting To: Manager, Leasing & Legal Services

Tasks & Responsibilities:

- Prepare and negotiate documentation for the leasing of vacant space/renewals and other legal documentation in both retail and office environments;
- Maintain control of the progress and status of all legal documentation;
- Assist in the preparation of monthly document status reports;
- Process and monitor payments of tenant construction allowances;
- Prepare finalized documentation for Landlord execution and final distribution of documents;
- Assist other departments with interpretation of lease details;
- Answer tenant inquiries regarding their leases;
- Creating and maintaining tenant files;
- Typing and filing of all related correspondence;
- Other duties as required.

Skills & Experience Required:

- Strong Communication and Organizational Skills;
- Proficient with Microsoft Office and Windows Environment;
- Able to work in a team environment and prioritize time sensitive and heavy workload;
- Excellent inter-personal skills;
- Be self-motivated, flexible, diplomatic, innovative and able to accept challenges;
- Prior experience with legal documentation (ideally retail leasing);
- Bilingual in English and French and able to translate from French to English would be an asset.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than May 7th, 2010 to:

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