

**JOB OPPORTUNITY
2017 - 21**

Title: Manager, Specialty Leasing and Partnerships
Location: Carlingwood & Billings Bridge Shopping Centres (Ottawa - Ontario)
Reporting To: General Managers/Director, Specialty Leasing and Partnerships

Specific accountabilities:

Based primarily out of Carlingwood Shopping Centre, the key responsibilities of this role is to lease and manage the specialty leasing programs for 2 shopping centres, to achieve and increase miscellaneous revenue budgets, minimize vacancy and ensure quality service and visual standards are met.

Areas of responsibilities are;

- Temporary in-line leasing;
- Temporary kiosks;
- Pop up retail and activations;
- MRU program;
- Centre focused partnership opportunities;
- Other innovative and revenue generating uses;

We place equal emphasis on the revenue and quality of the merchandise mix as well as the presentation within the centres. Important to the position is developing key relationships within the community.

Other responsibilities include, but not limited to:

- Research of current trends for retail and service uses and merchandising techniques;
- Coordination of displays (setups and takedowns), monitoring of displays, ensuring contract compliance;
- Attendance when required at conferences, both industry related and internal;
- Ability to prospect and build relationships with local entrepreneurs, leasing representatives, brokers and local and national potential tenants;
- Maintain a database of clients, vendors and new contacts to be used for generating business relationships;
- Represent the property within the community in order to build external relationships;
- Develop innovative ways to increase revenue while maintaining high standard of presentation and service;
- Prepare annual budget for Specialty Leasing program and review with General Manager and Director, Specialty Leasing;
- Monitor and maintain forecast reports and budget targets;
- Provide monthly financial reports;

Key requirements

- A post-secondary education with a minimum of 3-5 years of retail, sales or shopping centre related experience is preferred;
- The position is ideally suited for a self-directed, self-confident individual who is achievement oriented;
- Preference is given to those with proven sales and leasing or specialty leasing experience;
- You have the proven ability to develop and execute innovative and creative uses of the common-area to generate interest and revenue;
- You are persistent and entrepreneurial in your approach and have a proven ability to close deals;
- You possess excellent communication, presentation, organizational and negotiation skills;
- Computer skills utilizing Word, Excel, and PowerPoint;
- Knowledge of visual merchandising, sales and retail operations is preferred;
- Maintain database of clients, vendors and new contacts to be used for generating business relationships;
- Represent the property within the community in order to build external relationships;
- As an integral part of the property management team, interface with all members of the property administration, build relationships with head office leasing and participate and contribute to collective goals, objectives and events;
- Other duties as assigned

Skills & Experience Required:

The successful candidate will possess:

- A high level of creativity and energy;
- Prior experience in a leasing/sales or retail environment;
- Ability to work independently and in a team environment;
- Computer literate – Windows XP, Excel, Word, Simply Accounting, Adobe Illustrator, Internet;
- Basic accounting and record keeping skills;
- Experience in deal making;
- Self motivated, innovative and able to deal within a challenging environment;
- Excellent interpersonal and communication skills (written and oral);
- Experience in organizing and executing special events/promotions;
- Must be able to provide clear Police record check;
- Previous Specialty Leasing experience preferred;
- Specialty Leasing Designation an asset;
- Must have valid driver's license and own transportation;

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than May 31st, 2017 to:

**Lucie Duguay, General Manager
Carlingwood Shopping Centre
2121 Carling Avenue, Suite 18A
Ottawa ON K2A 1H2**

**Email: lduguay@20vic.com
Fax: (613) 725-9201**