

JOB OPPORTUNITY

2017 - 30

Title: Director, Retail Leasing
Location: 20 VIC Head Office (One Queen St., E., Suite 300, Toronto ON)
Reporting To: Vice President of Leasing, Central Region

The Director of Leasing will carry out the daily activities of the Retail Leasing Department in accordance with organization policies and standards. The individual will be responsible for all leasing functions, which may include: research and reporting on market activities, develop and maintain business relationship with commercial real estate brokers, prospecting for suitable tenants in accordance with a retail leasing strategy for each property and negotiating lease transactions and agreements. He or she will rely on experience and judgment to plan and accomplish goals and performs a variety of complicated tasks with a wide degree of creativity.

Responsibilities:

The Director of Retail Leasing will be responsible for performing the following duties:

- Research and report on leasing activity in market;
- Establish leasing targets for specific projects;
- Draft budget leasing assumptions for specific projects;
- Monitor all existing tenants and take proactive measures to renew where appropriate;
- Identify and pursue new tenancies for specific projects;
- Develop and maintain business relationship with commercial real estate brokers;
- Prepare, negotiate and document lease proposals, offer to lease;
- Liaise with the Legal Department to ensure accuracy of documentation;
- Manage leasing strategy for Portfolio projects with the responsibility for finalizing deals in a timely manner;
- Liaise with the construction, architectural, property management departments to obtain pricing, and ensure timelines are met;
- Visit various properties to ensure a strong understanding of various markets and locations;
- Prepare and revise leasing plans for specific assets where required;
- Provide input and direction on new acquisitions with respect to feasibility and market conditions as it relates to leasing;

Qualifications:

The following are the minimum requirements to be considered for this role:

- Minimum of ten (10) years of practical experience in retail leasing with extensive tenant and industry contacts;
- Ideally a Bachelor's Degree in Business or other related degree;
- Presentation skills for interaction with prospective tenants and clients
- Negotiating skills accompanied by strong oral and written communication skills, with the ability to effectively communicate with the organization, to prospective tenants and clients;
- Time management skills and must be able to handle multiple tasks/projects in a fast paced environment;
- Must be a registered salesperson with RECO in good standing;
- Proficient computer and software skills ;
- Strong Customer Service skills;
- Interpersonal skills, able to work well with others in a team environment;
- Must be able to provide clear criminal check.

If you or anyone that you know of is interested in applying for this position, please forward your resume, not later than August 11th, 2017, to:

Andrea McGowen
20 VIC Management Inc.
Suite 300, Box 88, One Queen Street, East
Toronto ON M5C 2W5
Email: amcgowen@20vic.com