



Leasing Assistant Downtown Winnipeg

Headquartered in Vancouver, Canada, QuadReal Property Group is a global real estate investment, operating and development company.

The company's \$24.5 billion portfolio spans 23 Global Cities across 17 countries. Owned by British Columbia Investment Management Corporation (BCI), formerly bclMC, one of Canada's largest institutional investors, QuadReal was established to manage its real estate investment portfolio.

QuadReal aims to deliver prudent growth and strong investment returns, and to create and sustain environments that bring value to the people and communities it serves. Now and for generations to come.

QuadReal: Excellence lives here.

Role Description

Reporting to the Director, Property Management, the Leasing Assistant provides administrative support to the Director, Leasing

Responsibilities

- Maintain vacancy database on Web-based services; including but not limited to Find Space and QuadReal websites
- Maintain accurate building stacking plans, prepare various monthly reports and continually maintain relevant data for Leasing and Property Teams to reference
- Prepare and distribute legal documentation for signatures (i.e. offers to lease, condition removals, extension letters and short-term tenancy agreements)
- Liaise and work with QuadReal's Leasing Documentation Team
- Assist in keeping current Leasing Activity and other information up to date in QuadReal's Customer Relationship program
- Coordinate administration of RFP responses
- Assist with and coordinate data tracking for various research activities including comparable costs and market activity
- Assist with planning and fully coordinate, market and host various Industry events
- Schedule and coordinate meetings including IT, food and beverage requirements
- Create various marketing materials including monthly vacancy blasts, leasing brochures and event media
- Process commission invoices and other leasing related expenses
- Prepare and distribute general correspondence



- Handle incoming correspondence and answer main leasing phone line
- Maintain accurate contract databases
- Maintain manual specific to tasks related to this position
- Maintain electronic records on shared drive
- Undertake ad hoc projects and other duties as required
- Complete understanding and adherence to the Environmental Policy, the Code of Conduct and other policies and procedures relevant to the position as prescribed from time to time
- Experience using PowerPoint, Publisher, InDesign, Lucid Press and other design software

Qualifications

- Experience - 3 years administrative experience in Commercial Real Estate Industry; Marketing experience an asset;
- Education - High school diploma supplemented with some post-secondary administrative and computer courses;
- Relationship Skills – Self-motivated team player; ability to communicate effectively and professionally, both oral and written with owners, tenants and team members; professional phone manner; ability to develop and sustain cooperative working relationships; committed to personal growth and integrity aligned with QuadReal’s objectives;
- Organizational/Multi-Task Skills – Ability allocate one’s time effectively and manage tight deadlines; ability handle multiple demands and competing priorities, and adapt to new ideas and constant changes; detail oriented and accurate;
- Computer Skills – Intermediate to advanced skills in online research; navigating web-based applications; MS Word, Excel and Outlook; Adobe InDesign; Lucid Press; knowledge of JD Edwards an asset.

QuadReal Property Group will provide reasonable accommodation at any time throughout the hiring process for applicants with disabilities or for those needing job postings in an alternate format. If you require accommodation, please advise the Talent Acquisition team member you are working with and include the following: Job posting #, your name and your preferred method of contact.

Want to learn about our end-to-end recruitment process? Click this [link](#) for a short video that will take you through each step, so you’ll know exactly what to expect.