**Lease Administrator**

**Location:** This in-office position is based out of our Winnipeg office.

**Our organization:**

Founded in 2017, Wellington-Altus Financial Inc. (Wellington-Altus) is the parent company to Wellington-Altus Private Counsel Inc., Wellington-Altus USA Inc., Wellington-Altus Insurance Inc., Wellington-Altus Group Solutions Inc., and Wellington-Altus Private Wealth Inc.—the top-rated\* investment dealer in Canada and one of Canada’s Best Managed Companies. With more than $35 billion in assets under administration and offices across the country, Wellington-Altus identifies with successful, entrepreneurial advisors and portfolio managers and their high-net-worth clients.

*\*Investment Executive 2024 Brokerage Report Card.*

**The opportunity:**

Reporting to the Associate Vice-President, Facilities, the Lease Administrator is responsible for managing and overseeing the firm’s leasing process. This role will be responsible for lease agreement, renewals and terminations while maintaining accurate and up to date records of all lease transactions. The Lease Administrator will serve as a liaison between tenants, property managers, landlords and internal departments to address concerns, coordinate activities, and ensure compliance with lease terms and obligations.

**Key responsibilities include:**

* Preparing and reviewing lease agreements and amendments.
* Gathering relevant lease information to create draft lease documents to ensure accuracy and compliance of lease agreements.
* Coordinating and monitoring lease renewals and terminations, ensuring all processes are handled smoothly.
* Review and maintain our lease portfolio by; keeping a detailed lease abstract of all lease transactions, including payments, lease terms, obligations, critical and expiration dates.
* Coordinating with tenants and property managers to address concerns or queries and coordinate inspections and maintenance.
* Collaborating with the accounting department and landlords to ensure rent payments, security deposits, insurance certificates, are processed accurately and in a timely manner.
* Collaborating with 3rd party vendors when required and manage scheduled activities. Example: shredding, watering plants, janitorial contracts, etc.
* Relaying accurate information to landlords, property managers, and internal stakeholders (accounting, branch administrators, BCP team, etc.).
* Producing lease audits and reports. Review lease CAM reconciliations and prepare reports on leasing activities for management.
* Preparing, filing, and archiving facility documentation where necessary.
* Performing other duties as assigned.

**The ideal candidate will possess:**

* A bachelor's degree in accounting, finance or a related discipline.
* 5+ years’ experience in accounting or lease management.
* Equivalent combination of education and experience may be considered.
* Experience in the wealth management or other regulated industry is a strong asset.
* Proficiency with the MSOffice suite, including Word, Excel, PowerPoint, Teams, and Outlook.
* Experience with lease administration software is an asset.
* Demonstrate a high level of accountability, reliability, adaptability, and innovation in accomplishing day to day work and long-term goals.
* Excellent attitude and commitment to providing extraordinary service.
* An excellent attention to detail.
* Exemplary interpersonal and influencing skills; an ability to communicate effectively and work collaboratively, across multiple mediums (in-person, over the phone, and virtually).
* Excellent problem-solving skills.
* Strong organizational skills.
* A high tolerance for ambiguity; highly adaptive and able to manage a large volume of competing priorities.
* Strong critical thinking and written and verbal communication skills.
* An ability to maintain the highest levels of confidentiality.
* Ability to analyze lease terms and conditions.
* Understanding of real estate laws and regulations.

**Conditions of employment:**

* Must be legally eligible to work in Canada.
* Must be able to travel 5% of the time.
* A background check, satisfactory to the employer, may be required of the successful applicant prior to commencing employment.

Wellington-Altus Private Wealth is strongly committed to equity and diversity within its community and welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, and persons of all sexual orientations and genders. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.

If you require accommodation for the recruitment process, please let us know at the point of application.

**To apply:**

Click the link below to apply for this Job:

[Lease Administrator | Current Opportunities](https://recruiting.ultipro.ca/WEL5000WLAP/JobBoard/7ec8ee0e-5cdd-4b4d-b008-fe41c13ddc8b/OpportunityDetail?opportunityId=8910b26f-21b6-4af1-b39e-0e0eb39507f1)

You will be contacted if you are selected for an interview. More information about working at Wellington-Altus can be found on our website at [www.wellington-altus.com](http://www.wellington-altus.com/).