

Manager, Commercial Leasing

Job Category: Real Estate Management

Requisition Number: MANAG003145

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Posted: September 10, 2025

Full-Time

On-site

Winnipeg, MB R3B0X3, CAN

Job Details

Description



COMMERCIAL LEASING MANAGER

Winnipeg, Manitoba

Join Us to Grow, Connect, and Make an Impact.

At BGO Properties, we're dedicated to enhancing personal and professional growth, fostering meaningful connections, and giving back to the communities where we operate.

As one of Canada's premier providers of commercial property management and leasing services, BGO Properties manages a diverse portfolio of over 400 properties, totaling more than 67 million square feet of residential, office, industrial, and retail space. For over 30 years, our clients have trusted us to deliver innovative real estate solutions that create value and support their success.

As part of the global BGO family, we leverage international expertise and local market insights to provide high-quality services. Our experienced team works across a variety of commercial real estate sectors, which ensure every property we manage is a welcoming and functional destination for tenants.

Whether you're launching your career or advancing as a seasoned professional, BGO Properties offers opportunities for professional growth, continuous learning, and leadership development.

Join us and help shape the future of commercial real estate.

The opportunity:

The Leasing Manager will assume responsibility for the overall leasing strategy and activities for Richardson Place and True North Square to meet and exceed established targets and objectives. In addition, the Leasing Manager will monitor market activity and advise on potential business opportunities.

What you will do:

- Lease both vacant space and renewals in the Richardson Centre, True North Square, and other Winnipeg properties as the portfolio grows
- Maintain an active business listing for potential tenants within the BGO managed portfolio through strategic cold calling and industry relationships
- Prepare new and renewal proposals, negotiate all Offers and Leases, all in conjunction with the lease administration department and external legal counsel
- Maintain a complete, ongoing understanding of the office, industrial and commercial real estate markets with emphasis on current regional lease rates, occupancy, and future trends
- Gather and analyze market data to ensure that decisions can be made in a timely and confident manner – strong focus on financial deal reviews, preparing all NER and other financial calculations
- Prepare recommendations for senior management and/or asset management approval regarding lease transactions
- Assist the General Manager in identifying and analyzing potential new opportunities in a variety of local markets
- Prepare weekly, monthly, and quarterly reports as required including updates to VTS or other deal tracking systems and set annual leasing budget plans
- Ensure marketing activities are maintained and coordinated as directed
- Strong focus on building strong BentallGreenOak relationships with the brokerage community, existing tenants, municipal EDO's and others
- Significant focus on customer service
- Complete understanding and adherence to the Leasing Conflict Avoidance Policies, Environmental Policy, Code of Conduct and other policies and procedures relevant to the position as prescribed from time to time
- Embrace and pro-actively support BentallGreenOak's culture of environmental sustainability, and corporate and social responsibility
- Manage vacancy inventory to ensure it is presented at the highest standard within the market
- Manage process of space turnover, determine scope of landlord work, tender to qualified contractors, manage to completion/turnover.
- Ensure show suites are prioritized to meet market demand
- Highlight essential building improvements and amenities with the BGO operations team to position the managed portfolio as a market leader
- Other duties as required

Who you are:

- **Education** - University Graduate preferably in Business or Real Estate
- **Experience** - Minimum of 5 years' experience in the field of industrial /office real estate. Extensive knowledge and proficiency in the areas of leasing, contracts and financial analysis are essential. Ability to be licensed immediately under the Manitoba Real Estate Association
- **Relationship Skills** – Excellent oral and written communication and presentation skills; ability to work closely with, develop and sustain strong cooperative working relationships with the brokerage community

- **Organizational/Multi-Task Skills** - Ability to allocate one's time effectively, work under pressure and manage tight deadlines; ability to handle multiple demands, competing priorities, and adapt to new ideas and constant changes; willing to learn and be in a dynamic environment
- **Decision Making Skills** – Identify and analyze problems; take decisive actions and risks when needed
- **Computer Skills** – Advanced skills in Excel and Word

At BGO, we recognize that each employee's unique experiences, perspectives, and viewpoints strengthen our ability to create and deliver the best value to our clients, partners and stakeholders/investors and therefore we strongly encourage applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations and life experiences to apply.

BGO is committed to equitable hiring practices and we welcome the opportunity to discuss accommodation and ensure fairness and equity in our hiring process. If you require accommodation, please email us at accessibility@bgo.com and include: Job posting #, your name and your preferred method of contact.

We thank all applicants for their interest in employment with BGO, however only those selected for an interview will be contacted.

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