



Director of Commercial Leasing

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The Gray Group is currently seeking a full-time permanent **Director of Commercial Leasing** to be part of our team to assist with our aggressive growth plans. Working closely with our operations, development and accounting teams the position will require:

Responsibilities:

- Respond to all leasing inquiries, track leasing leads and prepare leasing status reports;
- Identify and contact potential tenants for vacant space;
- Negotiate letters of intent and offers. Assist in negotiation and preparation of formal lease documentation;
- Develop leasing plan and strategies;
- Maintain and develop strong relationships with new and existing tenants and brokers;
- Prepare and maintain Common Area Maintenance budgets and annual reconciliations;
- Identify potential acquisitions and conduct due diligence thereon, including developing leasing strategies and budgets;
- Assist with due diligence on acquisitions;
- Identify sites (land, shopping centres, residential/industrial properties to purchase) that are not listed publicly

Qualifications & Experience Considered an Asset

- Strong communication, lease and negotiation skills
- Self-starter and ability to work independently actively engaged in leasing activities and able to self-generate leasing interest in properties
- Property management experience would be an asset
- 5-8 years leasing experience in commercial real estate
- Solid understanding of the marketplace and a good network of tenant and brokerage contacts
- Proficient in YARDI, MS Office, Word, Excel, Outlook
- Travel within Atlantic Canada may be required on an as-needed basis

Company Overview

The Gray Group is a commercial real estate and development company that was established in 1986. The company invests, operates and develops a portfolio of retail, office, shopping centres and mixed-use developments. Our portfolio consists of over 45 buildings and more than 500,000 square feet

throughout Atlantic Canada. We are committed to providing top of the line properties in high-traffic locations in urban and suburban markets.

The Gray Group offers a competitive salary and benefit plan, which will commensurate with the candidates experience and skill set. Please forward your resume to:

Paula Hansen, Director of Operations

The Gray Group | email: phansen@thegraygroup.ca

We would like to thank all candidates in advance; however, only those candidates selected for an interview will be contacted.