



Leasing Coordinator

Date Posted – February 24, 2021

The Gray Group is currently seeking a full-time permanent **Leasing Coordinator**. Working closely with our operations, development and accounting teams the position will require:

Responsibilities:

- Respond to leasing inquiries, track leasing leads and prepare leasing status reports;
- Identify and contact potential tenants for vacant space;
- Assist in negotiation and preparation of formal lease documentation;
- Maintain and develop strong relationships with new and existing tenants and brokers;
- Execute lease transactions and renewals with a high level of proficiency and knowledge ensuring seamless communication, consistent follow up and reporting, and timely execution
- Manage and promote vacancies including, but not limited to, ensuring space is ready for showing, marketing materials are ready and appropriate, showing space and following up on inquiries and deals;
- Perform due diligence process for all deals (insurance, security deposits, financial credit checks, etc.);
- Report on leasing activities, tenant updates and market conditions;

Qualifications & Experience Considered an Asset

- Self-starter and ability to work independently actively engaged in leasing activities and able to self-generate leasing interest in properties
- Leasing and real estate experience
- Experience in YARDI and Asana
- Travel within Atlantic Canada may be required on an as-needed basis
- Proven skills in contract review and lease negotiations
- Strong analytical skills and attention to detail
- Excellent verbal and written communications skills
- Knowledge of real estate leases
- Outstanding client service skills

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.