



Leasing Manager

We are seeking an exceptional person with a passion for all aspects of leasing commercial space for the position of Leasing Manager. Reporting to the Director, Investments & Leasing, you will be accountable for leasing a portfolio of office, industrial, and retail properties through service excellence and relationship building initiatives.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a commercial portfolio of over 2 million sf existing portfolio plus additional development potential of over 1 million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

About the role

The Leasing Manager is responsible for:

- marketing and showing available premises, providing accurate and timely information on property, premise, pricing, and ensuring suites are shown to their best advantage.
- generating new prospects for available space by maintaining regular contact with tenants and the brokerage community, and coordinate broker and promotional events.
- preparing, reviewing and negotiating proposals, offers to lease, lease agreements, lease amendments and other documents relating to existing and prospective tenants.
- assisting in the development and implementation of marketing programs specific to each property in our portfolio, as well as assisting in maintaining accurate information on our website.
- preparing lease recommendations.

- improving property net income through tenant retention strategies working in collaboration with Investments, Marketing, and Property Management teams.
- preparing accurate and timely leasing activity reports, quarterly reports, market reports, budgets, budget forecasts and other internal reporting as required.
- creating and deploying monthly leasing report emails and maintaining contact database.
- promoting Regional in a professional and positive manner.

About you

You have:

- a proven understanding and alignment with Regional's values.
- a minimum of 3 years of experience in leasing commercial properties as broker and/or landlord representative.
- demonstrated creative, entrepreneurial and innovative capabilities.
- superior customer service, interpersonal skills, and demonstrated ability to work with others effectively in teams.
- cracker-jack negotiation skills to close leasing arrangements.
- top-notch problem-solving and analytical skills with superior attention to detail.
- strong knowledge of legal documents including leases, sublease agreements, lease amendments.
- a professional demeanor and presentation, coupled with excellent verbal and written communication skills, demonstrated in report writing, proposal writing, presentations, and meeting facilitation.
- proficiency in Microsoft Office products including superior knowledge of Excel.
- proficiency in email marketing campaigns with vehicles such as MailChimp.
- stellar organizational skills and ability to prioritize to ensure deadlines are met.
- energetic ability to take initiative and work independently in a rapidly changing environment.

We offer a dynamic opportunity with an attractive base salary, benefits, plus exceptional bonus for program success.

Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.

For further information visit: www.regionalgroup.com