



## Leasing Administrator, Investment and Leasing

We are seeking an exceptional Leasing Administrator to provide administrative and leasing transaction support to the Leasing Management team.

### 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 2million sf existing portfolio plus additional development potential of over 1Million 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 Administrator is responsible for:

- providing general office administrative support to the Leasing Team (ie. scan, copy, file, etc).
- answering daily calls and follows up with Leasing Manager to ensure calls are completed.
- maintaining Tenant and Building filing systems - both physical and server files - and updating internal contact information.
- preparing Request for Proposals and Requests for Information.
- coordinating leasing transactions and renewals and providing leases and cheques to Property Management.
- tracking timelines for leases and renewals and preparing lease summaries.
- preparing marketing flyers for each property; updating website for vacancies and updating brokerage community of vacancies through email blasts.
- preparing monthly/quarterly Listing Reports to be distributed to Property Management.

### About you

You have:

- strong communication skills – both verbal and written;
- previous experience in an administrative support role;



- proficiency in the use of the MS Office Suite;
- experience using Commercial Café or other website publishing tool;
- experience with YARDI and bilingualism are assets.

We offer a dynamic opportunity with an attractive base salary and benefits.

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