

Matrix Search Group is a dynamic Real Estate Talent Expert with over sixteen successful years. We have refined our people centric approach which ensures that we evaluate the unique nature of the individual and the key dynamics of each client. We implement a highly systematic approach. We begin by tapping into our broad base of knowledge cultivated from our vast experience, connecting people to ideas and ideas to people. From this platform of intelligence, we connect clients to candidates and candidates to clients, ultimately enabling us to create sustainable relationships. In addition, we are steered to preserving a boutique environment and the leadership mindset. We deliver a personal touch with a commitment to integrity, diversity and relationships.

Matrix Search remains true to our industry areas of expertise which include construction, leasing, real estate investments, operations, accounting, legal, asset and property management sectors.

We are seeking a **Lease Documentation Administrator** to join our Client's team. In this role you will be reporting directly to the Director of Lease Documentation. Our Client is one of Canada's top real estate firms. Competitive benefits, flexible hours and recognition of the importance of career development are offered. This is an intermediate level position, and is a great opportunity for someone with over five years of experience. Salary range for this position is \$60,000 –\$75,000 based on level of industry exposure. Our Client is an advocate for diversity and recognizes the value of leadership.

RESPONSIBILITIES

- Prepare and draft leases, lease amending agreements, consents and other lease related documents
- Review and revise any documents prepared by the Director or Senior Administrators, assist with lease negotiations and drafting Landlord's step-down clauses
- Maintain existing Options Binders and Exclusives Lists on an ongoing basis, and set up new Options Binders and Exclusives Lists for any new properties
- Keep track of all outstanding documentation on spreadsheets and internal reports
- Perform general administrative duties including ensuring documents are signed in a timely fashion, setting up new files, preparing routine correspondence, etc
- Handle requests for consents to sublease or assignment of lease, including providing Leasing and Investment Management with the information required to make a decision
- Provide assistance to the leasing department with drafting Offers Assist with due diligence functions
- Liaise with tenants, lawyers, brokers and other outside agencies on various leasing transaction issues

- Assist other departments with lease administration related issues such as development, acquisitions, asset management and property management (commercial and residential)
- Other duties as required

QUALIFICATIONS

- Minimum five years of office or commercial Lease Administration experience
- Knowledge of leasing and contract law
- Proficient in MS Office (Excel, Word, Outlook)
- Solid understanding of a commercial and/or retail lease
- Strong detail orientation and organizational skills
- Superior communication skills with a strong team orientation
- Strong problem-solving ability in high-pressure situations (calm under pressure)
- Ability to work accurately and efficiently
- Ability to deliver consistent and high-quality results under pressure as well as meet deadlines
- Provide high level of service by obtaining and processing information required
- Independent and self- motivated worker with a strong prioritization mindset committed to meeting deadlines and getting things done in a faced paced, dynamic environment
- An REIC designation or working toward an REIC designation is an asset

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- Twitter: @matrixsearch
- LinkedIn: www.linkedin.com/company/matrix-search-group

If you are interested in this position and would like to join a successful and dynamic organization, please forward your resume in Word format to:

info@matrixsearch.ca or please call 416.703.3400

We thank all the candidates for their interest, but only those under consideration will be contacted.

Matrix Search Group is a strong advocate for diversity and is an equal opportunity employer.