

**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 **Leasing Representative** to join our Client's team. In this role you will be reporting directly to the Executive Team. 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 a junior level position, and is a great opportunity for career growth and progression. Our Client is an advocate for diversity and recognizes the value of leadership.

### **RESPONSIBILITIES**

- Strategize renewals and new deals with Management; Assist in design and development of prospecting strategies
- Perform basic leasing calculations and maintain internal database, create and implement strategies to lease vacant spaces
- Draft, review and negotiate renewals, new leases, amending agreements and subleases
- Develop relationships with tenants, prospective tenants, brokers and ensure negotiated terms and conditions carried out
- Develop strong understanding and knowledge of applicable markets
- Be involved in the budget and reforecast process, track and report annual lease payments and revenues
- Understand credit of new and renewing tenants
- Role will involve travel to meet with tenants and visit the properties
- Prepare reporting packages on leasing activity, lease expiration analysis and major tenant summaries
- As required, complete financial modeling analysis and acquisition due diligence

## **QUALIFICATIONS**

- Minimum of two years of experience negotiating and administering commercial leases
- Diploma or Degree in Business Management or Administration, or a related field and/or comparable work experience
- Strong knowledge of principles and concepts as they apply to Real Estate Industry
- An independent and self-motivated worker with a strong prioritization mindset
- Committed to meeting deadlines and getting things done in a fast paced, dynamic environment
- Positive and enthusiastic, strategic thinker
- Superior communication skills with a strong team orientation
- Proficient in using Microsoft Office (Excel and Word)
- An REIC designation or working toward an REIC designation would be an asset

## ***FOLLOW US:***

- Twitter: @matrixsearch
- LinkedIn: [www.linkedin.com/company/matrix-search-group](http://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:**

**[resumes@matrixsearch.ca](mailto:resumes@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.*