

**JOB OPPORTUNITY**  
**2017 – 46**

**Title:** Administrative Assistant, Leasing Group  
**Location:** 20 VIC – Head Office, One Queen Street, East, Toronto, Ontario  
**Reporting To:** Leasing Group

**Responsibilities:**

- Prepare a variety of legal documents and correspondence relating to lease negotiations and other on-going leasing matters for retail, industrial and office portfolios (eg letters of agreement, license agreements, renewal proposals);
- Preparation of Business Approval Forms (BAF's) including circulation, as required for appropriate owner approvals;
- Preparation of expense reports for the Leasing Group;
- Track files from the offer stage through to the execution of a final lease form;
- Assist properties with interpretation of lease provisions and provide appropriate verbiage for inclusion in offers;
- Coordinate travel plans for the Leasing Group;
- Manage and direct, as appropriate, leasing inquiries from retailers;
- Assist in compilation of leasing plans, leasing reports, vacancy reports for use by Leasing Group;
- Assist in preparation for industry conferences (eg ICSC conferences and annual convention);
- General clerical duties including filing, photocopying and scanning;
- Occasional switchboard relief, as required, to cover absences; and
- Provide occasional administrative support to members of executive, as required.
- Other administrative duties as required.

**Skills & Attributes:**

- High regard for quality, attention to detail and the ability to maintain confidentiality;
- Sound knowledge of leases and proficiency in Microsoft Office Suite;
- Familiarity with Adobe Illustrator and Adobe In-Design;
- Excellent time management ability;
- Strong ability to multitask and prioritize tasks independently;
- Familiarity with Propidex and MRI would be viewed as a definite asset;
- Ability to work under pressure with short deadlines;
- Ability to prioritize work for multiple managers;
- Excellent written and oral communication skills.

**Experience:**

- Candidates must have a minimum of 3 – 5 years relevant experience in a similar role within property management.

Please forward your resume, not later than October 31<sup>st</sup>, 2017 to:

Normie Burn, Leasing Assistant  
20 VIC Management Inc.  
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