

Position Profile

Title: Lease Documentation Administrator
Reports to: Senior Director, Leasing
Department: Leasing
Email Resume to: kgudz@smartcentres.com

Minimum Requirements:

- College Diploma or University Degree in a legal or real estate related area;
- Experience in drafting leases and offers to lease and negotiating amendments;
- Must be very familiar with lease terminology;
- Minimum of 3 years of experience in retail real estate /development and/or lease administration, experience in Real Estate Law an asset;
- Excellent oral and written communication skills with the ability to effectively communicate across all levels within, as well as outside the organization;
- Proficient in MS Word and Excel;

General Job Duties:

- Performs a variety of routine and occasionally complex assignments using basic professional principles. Provide administrative support to one or more leasing associates. The duties and responsibility for this area include but are not limited to the following:
 - Prepare proposals, leases, amending agreements, extension agreements and assignments of lease;
 - Negotiate proposed amendments to the draft lease with the tenant and/or its solicitor;
 - Incorporate all new offers to lease and leases into leasing file system (i.e. allocate file numbers; initial review of offers to lease and/or leases; identify important provisions; and complete relevant information on manual cards for leasing file system);
 - Highlight use, exclusive, no-build area provisions and site plans for copying and insertion into Uses Binder;
 - Compare standard lease form with the particular tenant's offer to lease or Letter of Intent and then draft the lease accordingly;
 - Liaise with Accounting, Leasing, Construction, Legal and Finance departments as required;
 - Maintain system of leasing files and records, including opening, closing, removal from the file system; continuous updating of tenant information on all books and records;
 - Handle inquiries with respect to status of leases as they arise;
 - Prepare summary and photocopy of all newly executed deals for circulation internally;
 - Assisting with preparing site plans and related schedules to lease;
 - Drafting letters, faxing & filing;
 - Attend meeting with retailers if required by Leasing Associate;
 - Other related duties and functions as may be required by Leasing Associates.

Expectations:

- **Support** – The expectation is that the Lease Documentation Administrator will provide active support to the various business units and departments as it relates to the preparation of leases for all leasing associates. It is also expected that the Lease Documentation Administrator will work very closely with legal counsel to complete transactions while maintaining a level of accuracy and efficiency when incorporating drafting and amending leases.
- **Relationship Management** – Must partner and foster relationships with the accounting, construction, finance, legal, leasing departments and all business units.