



STRATHALLEN

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| <b>Position Title:</b> | Community Coordinator, Leasing           |
| <b>Reports To:</b>     | Principal, Leasing                       |
| <b>Location:</b>       | Carlingwood Shopping Centre – Ottawa, ON |

#### About the Company:

Strathallen is a fully integrated Canadian real estate management company, with over \$1.2 billion in assets under management. Founded in 2003 by seasoned real estate executives, Strathallen provides asset management, property management and strategic advisory services to institutional and high net worth investors. The Company currently manages and operates four private closed-end funds, with the mandate to strategically acquire and dispose of quality retail investments and deliver industry leading risk-adjusted returns. Strathallen provides investors with confidence through co-investing and incentive fee arrangements. The Company is supported by; in-house asset management, property management, financial, leasing and development teams. Strathallen specializes in creating value in opportunistic property investments on behalf of institutional clients. Strathallen's culture supports a diverse team environment where our leaders are dynamic, and our employees work in a collaborative mindset; we respect the people we work with and for, and we encourage an entrepreneurial spirit. For more information on Strathallen, please visit [www.strathallen.com](http://www.strathallen.com).

#### About the Position:

We are looking for an energetic and enthusiastic candidate to join Strathallen as a **Community Coordinator, Leasing** at Strathallen Property Management Inc. This position offers an excellent opportunity for an individual to grow and add value to the existing portfolio.

#### Main Responsibilities:

- Actively market available spaces and prospect new tenants and community partners for the shopping centre (i.e. cold-call for new tenants, local travel);
- Organize and conduct property tours with prospects;
- Foster excellent relations with the tenants, brokers and colleagues to provide excellent customer service and support the positive image of the Company;
- Support the Leasing department in overseeing and managing the execution of lease transactions such as renewals, expansions and new deals;
- Prepare all necessary lease agreements for review to senior management and sign off;
- Manage any collection issues in your portfolio and notices of default and or lease terminations;
- Liaise with our internal teams; i.e. Asset Management, Property Management, and Accounting;
- Work closely with the Marketing team to update advertising and media channels, promotional programs and signage for the property;
- Maintain a lead tracker and perform monthly and other reporting duties as pertains to leasing functions;
- Other duties as assigned.

**Job Requirements:**

- Minimum 1 – 2 years of retail leasing experience;
- Effective negotiation skills and knowledge of lease anatomy;
- Confidence and willingness to cold call;
- Ability to problem solve and recommend creative solutions;
- Driver's license and access to a vehicle an asset;
- Comfortable with local travel;
- Bachelor's degree – business focused preferred;
- Current RECO salesperson license is an asset.

Please email resumes with cover letter to [careers@strathallen.com](mailto:careers@strathallen.com) referring Job: Community Coordinator, Leasing in the subject line.

Strathallen is a strong advocate for diversity, equity, inclusion and an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, abilities, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Strathallen is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment.

To request reasonable accommodation during the recruitment process or need any assistance with the application process, please contact Nicole Manuel at 416-479-3183 or [nmanuel@strathallen.com](mailto:nmanuel@strathallen.com).