

Main Responsibilities

- Revise and process all invoices from landlord accordingly to the lease obligations;
- Ensure all rents are scheduled accordingly to the lease obligations (Space software);
- Serve as responsible for any rental obligations questions;
- Set-up the Space software when entering new stores;
- Enter in Space and smartsheet any leases modifications following the execution of new leases, amendments or leases documents;
- Interpret the clauses of the lease and ensure tenant the rights under the lease are followed;
- Ensure that retail locations are insured in accordance with the lease and that certificates are forwarded to owners;
- File and maintain the Lease documents and invoices in real estate drive;
- Manage and answers the real estate email inbox;
- Produce monthly and quarterly reports on the real estate portfolio.

Requirements

- Business administration skills or other experience deemed equivalent;
- 1 to 3 years of experience in a similar position;
- Capability to offer a high-quality customer service;
- Compliance with company protocols;
- Capability to manage priorities and work under pressure;
- Experience in interpreting leases and other related leasing documents;
- Experience with lease management software or other ability to quickly become proficient;
- Advanced Excel (Pivot Table and Excel Reports);
- Perfect bilingualism (French, English);
- Sense of priorities, organization and responsibilities;
- Attention to details;
- Multitasking efficiently.