



## Leasing and Legal Coordinator

Vancouver, BC

---

Pacific Reach Properties is a private real estate investment and development company based out of Vancouver, BC. As a vertically integrated real estate investment firm, with in-house development, construction, and property management teams, access to capital, and a thorough risk management strategy, we are able to be highly responsive to changing market conditions.

Over the past 10 years, our team has built a portfolio consisting of 2.9 million square feet of real estate. This includes 2,000 apartment units, 1,125 hotel units, and 1.5 million sqft of commercial space. Pacific Reach is active in six major cities in North America: Vancouver, Calgary, Toronto, Los Angeles, Phoenix, and Chicago.

---

### **Opportunity:**

Reporting to the VP, Asset and Property Management, the Leasing and Legal Coordinator performs all duties in a manner which promotes a high standard of customer service and professionalism at Pacific Reach.

### **Responsibilities:**

#### **Leasing**

- Administration and coordination of leasing activity within the commercial portfolio. This includes the tracking of deal flow between brokers, lawyers, tenants and senior staff at Pacific Reach. Experience in reviewing lease documentation, such as Letters of Intent, Offers to Lease and Leases is preferred
- Tracking of existing lease database in Smart Sheet, including monitoring of important dates, such as Option to Renew notice dates, Termination Rights, lease expiry dates, due dates for Annual Rental Advice Notices and CAM Reconciliations
- Updating Argus files with new lease deals as they occur
- Tracking and review of leasing related invoices, including broker commissions and Tenant Improvement Allowances for approval by the VP of Asset and Property Management.
- Coordinate the transition of new Tenants from the Leasing team to the Construction team for Tenant Improvements; and act as main point of contact with Tenants with respect to all administration related to the fit-out process
- Administration/ tracking of all proposed suite renovations for VP approval
- Tracking and management of annual tenant insurance requirements and Notices of Possession

#### **General**

- Coordination of routine Asset Management Reports prepared on a quarterly basis
- Provides project and administrative support to the Asset Management and Legal teams
- Respond to tenant inquiries as required.

### **Qualifications**

- 5 years experience in commercial real estate leasing administration. Marketing experience is a benefit.
- Advanced skills in Word, Excel, Outlook, PowerPoint and Smart Sheet
- Strong writing skills with the ability to produce highly professional documents and correspondence
- Ability to work both independently and as part of a multi-disciplinary team.
- Ability to demonstrate tact, diplomacy, empathy and patience in providing quality customer service

- Commitment to maintain confidentiality of company and sensitive information
- Ability to plan, organize and prioritize
- Ability to manage high volume of work and manage several tasks at once
- Reliable, dependable, self-motivated and strong time-management skills
- Flexible and willing to contribute to a variety of departments and projects

Pacific Reach provides for a dynamic and challenging work environment. We are growing rapidly and we reward innovation and hard work.

If you are interested in this opportunity, email your resume to [\*\*sprice@prshm.com\*\*](mailto:sprice@prshm.com).

---