



Title: Leasing Administrator

Location: Mississauga, Ontario

About Pure Industrial

Headquartered in Toronto Canada, Pure Industrial is one of Canada's leading providers of industrial real estate. Pure offers its customers fully integrated, full-serve solutions that are critical for the Canadian supply chain.

Pure Industrial acquires, develops, leases and manages a portfolio of high quality, strategically located industrial real estate across Canada. We currently have over 21 million square feet and more than 150 properties in our portfolio.

Pure Industrial is a portfolio company of Blackstone and Ivanhoe Cambridge which provides the Company access to a broad knowledge base, expertise and support.

Role Summary

Under the direction of the Vice President - Leasing, the Leasing Administrator is responsible and accountable for providing administrative support to the Pure Industrial leasing department.

A key component of this role is to ensure that the administrative tasks for the leasing department are completed in an organized and timely manner.

Core Responsibilities

Responsibilities:

- Responsible for acting as the key point of contact for facilitating administrative solutions between departments such as leasing/acquisitions/property management/accounting/legal counsel/real estate brokers and tenants.
- Assist with the preparation of proposals for lease, offers to Lease/Letters of Intent.
- Assist in the development, documentation, and maintenance of lease processing policies and procedures.
- Assist with management of lease documents and supporting documentation in document management software.
- Inputting of financial terms and pertinent lease details into Yardi.
- Preparation and maintenance of stacking plans.
- Assist with monthly, quarterly, annual, and ad hoc reports.
- Manage departmental administrative tasks.
- Manage space measurement requests, and ensure all files are accessible and organized.

- Collaborate with the leasing team to ensure the website and monthly email blasts correctly display current vacancies, and make updates on behalf of the team where required.
- Collaborate with the leasing team to provide timely consolidated responses to active lease requirements.
- Review and abstract leases – processes and maintains all pertinent data in the database.
- Assist with preparation of Budgets, including inserting budget assumptions into Yardi

Required Skills and Experience

Skills

- Strong People Skills. A Team Player. A proven ability to build relationships at all levels of an organization
- Independent Skills. Ability to work independently and unsupervised.
- Strong Communication Skills. Demonstrated in written, verbal report writing.
- Strong Analytical Skills. A disciplined and knowledge-based approach to decision making.
- Responsiveness. Ability to respond in a timely pro-active manner.
- Strong attention to detail and accuracy.
- Deliver on Commitments. Ability to set clear and deliverable goals.
- Ability to work in a fast pace environment and manage changing priorities.

Qualifications:

- Minimum of 2+ years of experience in the real estate industry, commercial real estate experience preferred
- Post-secondary education, preferably a Bachelor's degree with a major in Business
- Proficiency in PC based software, especially Microsoft Office, including Microsoft Word, Excel and Outlook
- Knowledge and understanding of basic lease accounting and finance principles and familiarity with their impact and application in commercial real estate analysis
- Strong knowledge of commercial real estate documents and the leasing process
- High customer service orientation, with demonstrated ability to build and maintain strong working relationships with key customers
- Working knowledge of Yardi an asset
- Valid Real Estate License as asset
- Bilingual (English/French) preferred

Interested applicants should send their resumes to: talent@pureindustrial.ca