



Title: Leasing Law Clerk

Location: Mississauga, ON

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 41 million square feet and more than 410 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

Pure Industrial is looking to hire the services of a Leasing Law Clerk to join the ranks of its Legal Department. Reporting to the Lease Documentation Manager, the Leasing Law Clerk will work in close collaboration with the Leasing team and its main responsibility will be to draft, revise and assist with the negotiation of lease agreement and all ancillary documentation. If you thrive working in a collaborative and fast-paced environment, have strong attention to detail, enjoy drafting and negotiations, this opportunity is for you!

Core Responsibilities

- Draft, revise and assist with the negotiation of lease agreements and all ancillary lease documentation (including, but not limited to: lease amending agreements, lease extensions and/or renewals, consent to transfer documentation, tri-party agreements, overhaul documentation, default letters and offers to lease as needed)
- Participate in and assist with conference calls with external clients, brokers and legal counsel with respect to ongoing lease negotiations
- Liaise with tenants, brokers and lawyers regarding lease transactions
- Assist Investments team with property acquisitions as required alongside Legal and Asset Management teams

- Assist with the maintenance and upkeep of various tracking tools to manage the flow and status of lease documentation
- Assist with the creation of department policies and procedures to increase efficiencies across the Legal, Leasing and Asset Management teams
- Collaborate with Leasing team to ensure pre-execution documentation procedures are being followed
- Maintain master lists required for lease drafting (i.e. master legal description list) as assets are acquired and sold
- Work alongside Leasing team to ensure lender approval confirmations are obtained when required
- Contribution to master clause bank; continuously update as new language formulated in ongoing lease transactions

Required Skills and Experience

- At least 3-5 years experience drafting lease documentation (work experience from an institutionalized landlord would be considered an asset)
- Recognized law clerk designation (or equivalency in work experience)
- Advanced lease drafting skills
- High level of attention to detail
- Ability to work independently
- Capacity to work on a high volume of files and committed to meeting deadlines
- Adaptability to shifting priorities in a fast-paced environment
- Proficient at MS Office Suite
- Yardi experience considered an asset

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