

# MUSQUEAM CAPITAL CORP

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**Job Title:** Leasing Manager  
**Job Type:** Full-Time, Permanent  
**Required:** Oct 2021

## SUMMARY

Musqueam Capital Corporation (MCC) is the economic development arm of the Musqueam Indian Band (MIB). MCC is responsible for the development of Musqueam's lands, acts as an asset manager for Musqueam's real estate holdings and facilitates partnerships for numerous business opportunities. MCC's mission is to contribute to building a vibrant community in Musqueam through successful economic development endeavours that will reap benefits today and for many years into the future. To generate a profit, but not at the expense of Musqueam's values.

MCC is seeking to hire a talented Leasing Manager to join its growing Real Estate team to manage property acquisitions and leasing. The Leasing Manager will report directly to the VP of Real Estate and act as a facilitator for both existing and new commercial projects. The candidate must be self-motivated, with a high degree of initiative and professionalism.

The **Leasing Manager's** key responsibilities will include:

- Responsible for all leasing functions and the leasing performance of all commercial assets
- Negotiate and manage all leases including responsibility of all lease documents
- Participate in the development of the property budgets and monthly financial reviews
- Actively monitor market trends and activity by tenants, landlords, and brokers in the marketplace
- Advice on key capital projects required to increase the leasability to each project
- Attract tenants by working with local brokers, advertising vacancies, obtaining referrals from current tenants, explaining advantages of location and services and showing units
- Assist Accounting with forecasting requirements by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating correction action
- Prepare leasing assumptions for annual budgets
- Liaise with external legal counsel when required
- Prepare professional reports and present to the Executive Team and Board of Directors
- Manage the property management company

## QUALIFICATIONS AND REQUIREMENTS

- **Education:** University or technical school graduate in business or a relevant field. Industry specific training is considered advantageous.
- **Experience:** Minimum 5 years progressive experience in local real estate market with demonstrated proficiency in multiple disciplines/processes related to the position.

## TECHNICAL SKILLS AND KNOWLEDGE

- Possess an in depth understanding and deep knowledge of the Vancouver commercial real estate market
- Excellent written and verbal communication skills along with a team-oriented mindset are key
- Strong financial modeling skills
- Proven negotiation skills
- Well respected and well connected in commercial real estate and general business circles
- Exhibits high level of initiative, self-starter and strong work ethic with ability to work independently
- Excellent analytical skills with a keen eye for detail
- Strong computer literacy skills with Microsoft Office (especially Excel and MS Project)
- Cultural intelligence
- Effective interpersonal skill with a high level of professionalism

Candidates meeting the criteria above are encouraged to submit their **resume** with a **formal cover letter** to [jloconte@musqueamcapital.ca](mailto:jloconte@musqueamcapital.ca). While we thank all candidates for their interest, only select individuals will be contacted for follow-up.