Senior Commercial Leasing Agent

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join The City of Calgary. City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and benefits. Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Senior Commercial Leasing Agent, you will be responsible for managing a large portfolio of commercial City-owned buildings, laneways, streets, easements, and other City-owned property. Primary duties include:

- Understand and interpret internal client business unit's requirements for leasing properties and locations, both as tenant and as landlord.
- Write reports to executive committees and City Council; there is a significant written communication component to this role.
- Work on high profile and complex files and transactions demonstrating strong organizational and external political acumen.
- Prepare and present market rent valuation reports, negotiate and manage new leases/licenses, renewals, and subleases/sublicenses both as landlord and as tenant, at times in coordination with the acquisitions and sales teams.
- Research, analyze, interpret, and evaluate comparable lease rates and land sales data in order to determine the market value lease rates/land value.
- Review and approve proposed tenant improvements and Development Permit Plans for tenant upgrades on City-owned property.
- Collaborate with Law to draft lease/license agreements and to review and make recommendations on all third-party leases and internal leases; also, recommend updates to standard forms and proposed key terms and conditions.
- Liaise with appropriate business units, real estate professionals, lawyers, appraisers and other partners and ensure project deliverables are achieved through:
  - Scoping and developing procurement RFx documents for consultants and/or contractors to perform demolition projects, adaptive reuse/design of buildings.
  - Reviewing environmental and other reports with a focus on corporate risk mitigation.
- Represent the Real Estate and Development Services business unit on corporate initiatives related to leasing.

Qualifications

- A degree in Real Estate, Business or a related field and at least 5 years of leasing and property management experience.
- Completed coursework from a recognized institute pertaining to Property Management and/or a professional designation as a Real Property Administrator (RPA) or a Certified Property Manager (CPM) will be considered an asset.
- Experience using Yardi Voyager lease management software will be considered an asset.
- Success in this position requires excellent communication and interpersonal skills with demonstrated negotiating skills and the ability to build consensus among interested parties.
- Demonstrated strong leadership, coaching and customer service skills along with the ability to work both independently and be an effective team member.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

	Business Unit: Real Estate & Development Services
Union: CUPE Local 38	
Position Type: 1 Permanent	Location: 323 7 Avenue SE
Compensation: Pay Grade 13 $46.38 – 62.06 per hour	Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Hours of work: Standard 35 hour work week	
Audience: Internal/External	Apply By: June 18, 2024
	Job ID #: 309914

Apply online at www.calgary.ca/careers