

TITLE	Leasing Representative (Maternity Leave Coverage)
DIVISION/DEPARTMENT	Leasing
LOCATION	Head Office, Vancouver, BC
REPORTS TO	Senior Vice President, Leasing & Property Management
DATE PREPARED	July 2026
POSITION PURPOSE	The Leasing Representative is directly responsible for coordinating and maintaining a positive tenant experience during the leasing and tenant move-in process as well as maintaining a high tenant satisfaction rate throughout the tenancy. This position requires the individual to maintain highly effective communication between leasing and property management at all times.

KEY RESPONSIBILITIES

Tenant Services

- Maintaining first class service and communication with all potential and existing tenants and leasing brokers;
- Conducting and coordinating showings with potential tenants and brokers as needed;
- Ensuring vacancies are in good condition for showings;
- Conducting periodic building walkthroughs and recommend improvements to vacant suites and common areas;
- Creating accurate leasing plans for all available suites;
- Updating leasing brochures as needed;
- Reviewing and updating online listings weekly or as needed;
- Coordinating with the Marketing team to announce new lease deals on social media;
- Preparing and sending out email campaigns as needed; and
- Respectfully and capably represent the best interests of the Company and its partners in all internal and external dealings.

Administrative tasks

- Facilitating property viewings for the Leasing team;
- Preparing lease proposals using the standard templates as directed by the Leasing team;
- Ensuring broker mailing lists are kept up to date;
- Assisting with leasing events, including but not limited to putting together guest lists, creating invitations, signage and presentations, and coordinating vendors as needed;
- Conducting market research for all asset classes relevant to the IPP portfolio;
- Managing minor Landlord's Work projects, including but not limited to obtaining pricing, coordinating access, and communicating with the tenant and internal team; and
- Other ad hoc projects as assigned.



QUALIFICATIONS

Academic, technical and professional competence

- a. Completion of a high school diploma;
- b. Strong proficiency with Microsoft Office;
- c. Familiarity with Adobe Suite (InDesign Illustrator) is an asset; and
- d. Any leasing related experience is a bonus.

Work Experience and Job Skills

A demonstrated track record with 2 - 3 years' experience:

- a. Providing effective and efficient administration support within an office or real estate environment;
- b. Diligently dealing with methods of organization and detail in performing their duties;
- c. Demonstrating superior quality writing and editing skill and the ability to work with and interpret leasing information and documentation;
- d. Efficient and effective time management and project management, demonstrating ability to meet deadlines while producing quality and accurate work;
- e. Proven ability to multi-task and prioritize demands without compromising quality; and
- f. Developing positive and professional relationships with a variety of people while practicing excellent verbal and written communication skills.

Personal Aptitudes

Demonstrates attributes consistent with Peterson's Core Values

Relationships: We value and care about our relationships and treat everyone with dignity, respect and trust.

Integrity: We keep our promises and hold ourselves personally accountable for delivering on our commitments, acting with honesty and fairness.

Entrepreneurship: We continuously seek opportunities and challenge ourselves to find better ways of creating value. We believe diverse approaches, opinions, and experiences contribute to better outcomes for our stakeholders.

Gratitude: We are grateful for the opportunities we are given. We support initiatives that affect positive change in our communities and value the skills, strengths and perspectives of our team.

