



Manager, Leasing – Calgary Epic Investment Services

Epic Investment Services Inc. has \$17B in assets under management comprised of over 30M square feet of commercial space. This national portfolio of office, retail, industrial and multi-family properties is managed by over 150 professionals with multi-disciplined expertise including property management, asset management, mortgage lending and property development.

Position:

Epic is looking to add an individual to our Calgary Leasing team to help oversee the leasing of the office, retail and industrial portfolio by providing leasing, marketing and tenant relations services.

Reporting to the Director of Leasing, this individual will play an integral member of the leasing team and must be able to market the leasing opportunities within our portfolio and assist in the leasing with both new and existing tenants. As such, they will be liaise with local brokerage community to source new tenants, tour prospective tenants and negotiate proposals, offers and leases.

Responsibilities:

- Responsible for the Calgary Office, Industrial and Retail Portfolio
- Maintain/establish strong relationships and ongoing contact with brokers, tenants and prospective tenants through meetings, luncheons, presentations, etc.
- Strategically plan broker functions for the purpose of marketing space and maintaining business relationships.
- Compile market intelligence including occupancy reports, recent transactions, new development
- Tour prospective tenants through available suites
- Proposal preparation including accompanying financial analysis
- Negotiate financial terms of leasing proposals, offers and leases to achieve optimum value.
- Work collaboratively with property management, operations and construction to confirm negotiation terms and seamlessly transition new tenants
- Assist with Budget Preparation including Market Overviews and Asset Management Plans Variance reporting

Qualifications:

- Hold a valid commercial real estate license in Alberta
- 5-8 years of experience in office, retail and/or industrial leasing of commercial real estate, specifically with negotiation, marketing, financial analysis of lease obligations and contract law pertaining to commercial offers and leases
- Proven verbal and written communications, networking and relationship-building skills are a requirement
- Strong financial acumen, time management and organizational skills

- Must be able to work independently as well as in a team environment
- You are customer focused, accountable and possess solid problem resolution abilities and judgement.
- University degree preferred

HOW TO APPLY:

Qualified applicants may e-mail their cover letter, current resume and salary expectations, in confidence, to careers@epicinvestmentservices.com indicating “**Manager, Leasing- Calgary**” in the subject line. Epic is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please let us know in advance.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. No telephone calls or Agencies please.

Visit our website at www.epicinvestmentservices.com for further company details.

