



## **Manager, Lease Administration Epic Investment Services**

Epic Investment Services (Epic), which includes its wholly owned subsidiary MDC Realty Advisors in the United States, is a fully integrated North American real estate platform. Headquartered in Toronto, Canada and operating from offices in Canada and the United States, Epic has over \$17.5 billion in assets under management. Epic's portfolio comprises over 30 million square feet of office, retail, industrial and multi-family residential properties. Epic's integrated team is made up of over 150 real estate professionals in real estate management, asset management and investment management.

### **POSITION:**

The Manager, Lease Administration provides leasing support, administration support, lease documentation and reporting support for the Western portfolio, predominately focused on commercial and industrial portfolios. Reporting to the VP, Real Estate Management, this position can be in either our Calgary or Edmonton office located at suite 200, 1029 17 Avenue S.W. Calgary, Alberta, or suite 410, 10250 – 101 Street N.W. Edmonton, Alberta (HSBC Place), respectively.

### **KEY RESPONSIBILITIES:**

#### **Lease Documentation (30%)**

- Drafting of Leases, Lease Extension Agreements, Lease Amending Agreements, Landlord's Consents to Sublease and Assignments, etc.
- Review Tenant's changes to the Lease and coordinate/discuss with Epic's senior management.
- Respond to Tenant or Tenant's legal counsel with Landlord's agreed to changes to the Lease with blacklined versions until the Lease gets final.
- Liaise and follow-up with Tenants for execution of lease documentation.

#### **Leasing (25%)**

- Prepare Proposals to Lease for office and industrial properties.
- Maintain and keep track of a Conditional Deal during Due Diligence period for SDM, Credit Search, Financials, Owner Approval, Security Deposits, etc. before waiving Landlord's conditions.
- Electronic filing of all conditional deals signed SDMs, financials, credit reports as well as hard copy filing in the relevant Tenant Leasing folder.
- Regular as and when required and weekly updates on VTS
- Update Marketing flyers for all Properties.
- Update Fact Sheets periodically and as and when required.
- Send out Email Blast via Constant Contact for all available space for all Properties.
- Liaise with Space Audit, Space database and Extreme Measures for the updating of floor plans, As-Built drawings, area certificates, etc.

#### **Administration (20%)**

- Maintain Building records (Stacking Plans, Floor Plans, As-Built, Building information, etc.).
- Create file folders for Leasing Deals and Lease Documentation for all properties.
- Maintain a Document Tracking Summary for all Lease Documentation.
- Review invoices and codes them for processing.
- General correspondence to Tenants and Owners for lease execution.



- Distribution, Filing and Scanning of all Lease documentation in the on-line Vault.
- Assist Leasing with other duties and projects assigned from time to time.
- Drafting and reviewing various corporate legal document, such as partnership agreements and resolutions. Annual filings and coordination with external lawyers

#### **Reporting (15%)**

- Assist in the Budgeting and Reforecast process (Leasing Plans, Budget Book, Reforecast, Asset Management Plans, etc.)
- Assist in providing Vacant Area Summary, Stacking Plans and Competitive Set for the respective Monthly and Quarterly books for all properties.

#### **Periodic Weekly/Monthly Updates (10%)**

- Update EPIC website (through WORD Press), weekly VTS updates and MLS Listings updates.
- Maintain an Excel spreadsheet for the Brokerage Ledger with all deals completed for all properties.
- Maintain an Excel spreadsheet for the Broker Commissions for all deals completed for all properties.
- Quarterly update of Tenants rights (Option to extend, ROFO, ROFR, Termination, Relocation and Exclusivity) for all properties.

#### **QUALIFICATIONS:**

- 4 – 6 years of experience, ideally in a leasing support role and/or lease documentation capacity within commercial real estate
- Post secondary education is an asset
- Law Clerk Program
- Ability to manage multiple priorities in a fast-paced environment, and meet deadlines under pressure
- Strong organizational and planning skills, ability to prioritize work and concurrently manage multiple tasks, projects and deadlines with attention to detail and timelines
- Well-developed ability to build solid, respectful and collaborative relationships and establish rapport and credibility within the organization as well as with external partners and service-providers
- Ability to work independently but also as part of a team
- Demonstrated strong technical competence in Microsoft Office applications including Word, Excel & PowerPoint

#### **HOW TO APPLY:**

Qualified applicants may e-mail their cover letter and current resume to [careers@epicinvestmentservices.com](mailto:careers@epicinvestmentservices.com) indicating "**Manager, Lease Administration**" in the subject line.

Epic Investment Services is committed to diversity, equity, inclusion, and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to ethnicity, age, religion, race, gender identity, physical ability, or sexual orientation, or any other elements protected by law. Epic Investment Services is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. For all internal and external applicants who require accommodation in the recruitment and selection process, please contact [akumbaro@epicinvestmentservices.com](mailto:akumbaro@epicinvestmentservices.com) for assistance/support.

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](http://www.epicinvestmentservices.com) for further company details.**