



SHAPE[™]
P R O P E R T I E S

MAKING PLACES THAT MATTER

ADMINISTRATIVE ASSISTANT, LEASING JOB OVERVIEW

Formed in 2005, **Shape Properties Corp.** has become one of the most active fully integrated real estate companies in Canada. With its most recent acquisitions and world class vision Shape is leading some of the largest and most exciting projects currently underway in North America. Driven by the philosophy of creating a dramatically different offering, along with their commitment and passion for client satisfaction, Shape is elevating standards in the commercial real estate sector.

Shape brings together a young and dynamic group of individuals with significant real estate experience and a track record of success. The unique combination of experience and vision brought together by the members of Shape have enabled it to capitalize on emerging opportunities for real estate investment; quickly becoming one of British Columbia's leading commercial real estate companies with a portfolio of ten major properties to date that total approximately 2.6 million square feet on 295 Acres.

To succeed in the role, the candidate must be self-motivated, ambitious, organized and have strong time management skills. We are looking for a candidate who can drive multiple tasks with competing priorities. We strive to provide a collaborative environment where each employee is encouraged to contribute to our process, discussions, planning and culture.

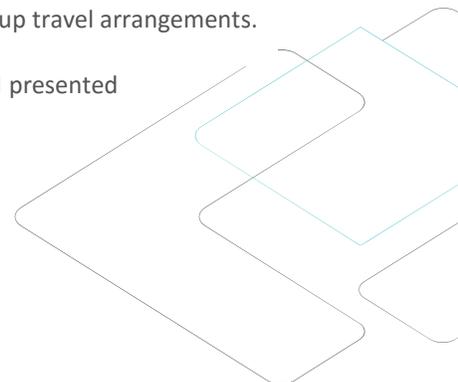
Reporting to the Executive Vice President, Leasing, and the Leasing Team, the successful candidate will fill the position of Administrative Assistant for the leasing department.

Primary Job Duties:

- **Filing:** organize, scan and maintain filing systems.
- **Tracking:** leasing documents (Assignments, Subleases, Offers, LOI's, Leases, NDA's, GSA's, Deposits), obtaining Landlord signatures, and obtain Tenant Signatures.
- **SalesForce:** schedule updates, ensuring monthly and quarterly uploads are completed accurately, streamlining data, omitting redundancy.
- **Marketing:** Direct point of contact with marketing, relay leasing needs, coordinate and support marketing campaigns and initiatives, monitor updates to App and Website.
- **Conferences:** attend and coordinate logistics and Leasing needs for ICSC shows (Toronto, Whistler, Montreal, Las Vegas).
- **Travel:** coordinate individual travel needs (flights, car rentals, hotel bookings) and group travel arrangements.
- **Corporate Spending:** Ensure invoices for all corporate spending are accounted for and presented to Accounting on a monthly basis. Provide necessary P.O.'s for spending.

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SHAPE™ PROPERTIES

- Develop and Implement Departmental Procedures: Acknowledge needs of department and improve streamlining of work flow by creating best practices. Communicate and direct these changes to department and involved departments.
- Leasing: write LOI's / OTL's for reps if needed, Quarterly Reports, work with InDesign on LOD's, basic work in CAD an asset
- First Point of contact for Departments and Leasing Enquiries.
- Finance: help with commission reporting
- Expenses: complete expenses for yourself, Executive VP and on the team card
- Minutes: prepare minutes to bi monthly meetings.

Please send your cover letter and resume to Johnson@shapeproperties.com, ghorton@shapeproperties.com and cc: info@shapeproperties.com