

Join Us!

Real Estate Leasing Administrative Assistant

Leasing Administrator Job Duties:

- Documentation: Typing letters, adjusting offers to lease or sell, financial analysis, marketing analysis, property/neighborhood research and descriptions and accurate filing of said documentation.
- Title/Corporate Search/City Online: Searching appropriate websites to pull various property information from properties of interest (i.e. tax information, ownership title, address, etc. and saving in the appropriate places for later use).
- Database Management: Updating multiple databases with new information as it comes (new suite availability, square footage, operating costs and taxes, broker lists) and cross referencing that it's updated in all applicable places.
- Act! Searches: Performing in-house database searches when asked for available suites in specified areas of Calgary on demand.
- Package Preparation: Preparation of marketing materials for the brokers in office to take to their clients. A collection of valuable property/suite information and financial analysis. Attention to detail is of utmost importance.
- Mailing Lists: Preparation of mailers, either exporting from our contact database or utilizing the Canada Post website to target the appropriate audience to receive our brochures/property information. Preparation of said documents and labels as well as coordination of drop-off.
- RealNet Searches/Comparable Preparation (Bi-Weekly): Transferring of information from RealNet for similar buildings to showcase sale information to present to potential buyers.
- Research: Staying on top of commercial real estate news, collecting of information of businesses in specific areas in excel format, tracking or researching business owners/contact information as needed.
- Signage: Ordering/coordinating installation, liaising between marketing and sign company to assure the job is done correctly, attaining quotes and putting up for approval to the Office Manager meanwhile keeping brokers in the loop on installation dates and costs.
- Tours/Open Houses: Coordination of catering, organization of set-up/takedown, preparation of signage and recording of attendance/turn out, and lastly, announcing of prize winners.
- Costar: Updating of all our company listing information onto Costar, adjusting changes as they come, and tracking of our silver listings.

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Skills/Qualifications You Must Possess:

- Minimum 5 years previous experience in an administrative role;
- Post-Secondary education in Business Administration or equivalent work experience,
- Superior problem-solving skills
- Excellent verbal communication and organizational skills
- Advanced Microsoft Office skills (Word, Excel, PowerPoint)
- Ability to focus and prioritize multiple tasks
- Meticulous attention to detail and the ability to complete projects in a timely manner
- Ability to work in high-demand, deadline-oriented environment while maintaining composure

How to Apply

No phone calls please. Please submit your cover letter and resume via email to:

Barclay Street Real Estate

Email: hr@barclaystreet.com

We thank all candidates who apply but only qualified candidates will be contacted for interviews.

About

As a locally owned full-service commercial real estate brokerage and property management firm, with offices in Calgary, Edmonton and a membership with TCN Worldwide, Barclay Street Real Estate's team has been serving businesses throughout western Canada for over 40 years.

Barclay Street Real Estate exists because we genuinely care about our clients and want to provide them with services that help them to find success.

www.barclaystreet.com

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