



Assistant, Leasing Administration

Taurus Property Group - Calgary

Sixteen years ago, Paul McCloy and Bernie Bayer formed Taurus Property Group to provide expert advice as well as leasing, merchandising, and development services to owners and developers of retail and mixed-use property. In short, Taurus acts as advocates for landlords and developers.

Over the years, Taurus has developed a strong reputation for delivering client value through our long-term and entrepreneurial approach to the retail environment (those terms are not mutually exclusive). Clients as varied as Brookfield, Triovest, Hydro Quebec, Ronmor and Western Securities trust us to represent them in projects that include: Bankers Hall, Brookfield Place, WestHills Towne Centre, Skyview Power Centre, Crowfoot Crossing, Sage Hill Quarter and Willow Park Village.

We are currently looking for a permanent full-time Leasing Administration Assistant who will support our Leasing Administration Manager. The Leasing Administration Assistant will:

- Assist (with drafting renewal proposal letters and offers to lease);
- Compose (condition waiver letters, distribution letters, agency disclosure letters, broker fee agreements and other general correspondence);
- Track (critical lease information, condition dates, tenant uses and exclusives);
- Coordinate (clients and tenants to ensure contracts are fulfilled);
- Administrate (filing, photocopying, emailing, faxing and couriers); and
- Execute special projects as requested.

If you:

- are resilient, a fanatic about detail, and draft correspondence with purpose, grace, and ease;
- do your best work as part of a team where you are counted on to deliver on your promises;
- prioritize and take the initiative in all parts of your life, not just at work; and
- learn systems quickly as well as take immense pride in your work;

then you may be the person for us.

For you to be successful at Taurus, you will need advanced MS Office suite skills, outstanding proof-reading skills and an innate disposition towards customer-service as well as strong organization and time-management skills. We offer a comprehensive training program for the right candidate.

This role is an ideal opportunity for an enthusiastic administrative person to break into the commercial real estate industry. If you are interested in working with us, please apply to careers@taurusgroup.com with your resume and cover letter.