

## **Commercial Lease Negotiator**

**Legislative Services, Real Property Asset Management**

**Status: Regular Full Time**

**Salary Range: \$86,443 - \$108,052 per annum + comprehensive benefits**

**Work mode: Hybrid\* *see below for more details about this work mode.***

**Location: 10 Peel Centre Drive, Brampton**

**Hours of work: 35 hours per week**

### **Who we are:**

RPAM provides professional real property management for all Peel Region and leased properties. The management of building assets is accomplished through several operational and maintenance activities.

### **What you will do in this role:**

- Real Estate Lease negotiations for client departments
- Negotiate use of Region owned facilities and property for external users
- Market research and facility searches for client departments
- Draft, review, negotiate and execute appropriate documentation
- Track and report annual lease payments and revenues
- Liaise with client departments on accommodation requirements
- Liaise with support departments. (Legal, Risk, Health & Safety)
- Author reports to Council
- Provide lease administration and negotiation to Peel Regional Police
- Ensure client departments are aware of renewals, rates, adjustments
- Administer landlord/tenant disputes and lease terminations

### **What the role requires:**

- Minimum of five (5) years' experience negotiating and administering commercial leases. You will have completed a variety of lease transactions representing both landlord and tenants
- Member of the Real Estate Institute of Canada with a CLO (certified Leasing Officer) designation OR qualifications leading to such designations
- Combination of education and experience may be considered
- Valid G License and access to a vehicle as you will be required to do site visits

### **Skills/Abilities:**

- Excellent written and verbal communication skills
- Strong organizational abilities, time management skills and the ability to work in a fast-paced multi-project environment
- Ability to work with minimal supervision
- Good computer skills with MS Office

- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

### **Perks @ Peel and why you will love working for us:**

- Comprehensive Health, Dental, Vision benefit plan including psychological health
- Automatic enrolment into OMERS pension plan
- Accrue Vacation on a monthly basis up to 3 weeks per annum
- 3 Paid personal days and floating holidays
- Flexible hours supporting your wellness and wellbeing
- Annual performance review and merit increases based on performance
- Supportive leadership and a culture of respect and inclusion
- Access to tuition reimbursement and learning and development resources

### **Work Mode & Job Location:**

In this role you will have the ability to work remotely and attend on-site when required based on operational requirements at the 10 Peel Centre Drive worksite. The frequency of on-site activities may vary on a weekly basis and based on operational requirements. Your remote work location must be located within the province of Ontario.

### **Hours of Work:** 35 hours per week

The Region of Peel offers job based flexible hours of work that allows employees to manage personal and professional responsibilities while at the same time ensures business operational needs and customer service expectations are achieved.

**Interview:** Our recruitment process will be completed with video conference technology.

At Peel Region, we value being open and transparent with our community. The Ontario government has passed legislation that will dissolve Peel Region on January 1, 2025. Peel remains committed to providing uninterrupted services to our residents and businesses through the transition. Skilled and qualified professionals are and will be needed to deliver services to the Peel community regardless of the governance model. For information about our transition and how we continue delivering services, visit [peelregion.ca/transition](https://peelregion.ca/transition).

**If this opportunity matches your qualifications and experience, please apply on-line.**

**As part of the Region's ongoing commitment to health and safety, there are enhanced COVID-19 specific safety protocols and/or personal protective equipment requirements (e.g. masks, eye protection, etc.) in place to help protect health and safety. The additional requirements are determined based on the nature of the work being carried out.**

