



Leasing Representative

Tonko Realty Advisors Ltd. /Redcliff Realty Group is a fully integrated real estate advisory and investment organization providing asset management, development and property management services throughout Canada. Tonko/Redcliff currently manages 56 million square feet of industrial, retail and office properties with a market value of over \$9 billion.

Tonko/Redcliff is in search of a **Leasing Representative** for their Calgary Office who will report to the Director of Leasing, Calgary. This position requires a friendly, enthusiastic, customer service oriented individual with excellent communication skills and the ability to multi-task. Requirements for this position are outlined below.

Responsibilities include, but are not limited to:

- Develop and maintain strong relationships with current and prospective tenants;
- Secure new tenants and renew current leases;
- Manage all aspects of lease negotiations and documentation;
- Develop leasing and marketing strategies for the Calgary industrial portfolio;
- Develop and maintain business relationships within the Calgary real estate community;
- Display and lead a team to provide excellent internal and external customer service.

Qualifications:

- 1-3 years in a commercial real estate
- Possess a current Alberta real estate license from the Real Estate Council of Alberta;
- Ability to meet deadlines in a fast-paced environment;
- Strong communication skills; oral, non-verbal and written;
- Proficient in Microsoft Office suite of products;
- Good interpersonal skills, professional and efficient;
- Ability to work independently as well as a team member;
- Committed to customer service all tenants, contractors, internal and external stakeholders;
- Shows initiative, enthusiasm and excellent critical thinking (we want your ideas).

Salary is commensurate with experience. A competitive benefits package is also included after three months. The successful candidate will start as soon as possible. Please submit your resume in Microsoft Word format along with salary expectations to hr@tonko.com or via fax to (403) 228-4899, to the attention of Human Resources.

This position was posted on January 16, 2012 and will remain open until a suitable candidate is hired.

Although we value all applications, only those selected for an interview will be contacted.