

WOULD YOU CONSIDER A LEASE?

IF YOU HAVE AN EYE FOR ACCURACY AND KNOW YOUR WAY AROUND THE LEASING PROCESS, YOU MAY BE WHO WE'RE LOOKING FOR.

INNOVATION PLACE is recruiting for a **MARKETING OFFICER** on a 12-month term. Your primary responsibilities will focus on administration and legal documentation as it pertains to lease transactions and leasable spaces.

Your work will see you preparing, managing and administering a variety of legal documents from offers and renewals to sub-leases and ad-hoc documents. You will be developing lease clauses and liaising with legal counsel as well as managing related signature, distribution and approval processes.

You'll be responsible for tracking and reporting on upcoming lease expirations as well as managing the inventory of lease clause revisions and lease processes binder.

We have an unwavering commitment to our tenants' success and your professionalism and positive attitude through the leasing process will be an asset.

WHAT WE WANT FROM YOU

- diploma or certificate as a legal administrative assistant and previous experience working in a commercial real estate firm or law firm
- 2 – 5 years experience with creating / managing leasing documentation, financial analysis, budgeting and administration of the leasing process
- demonstrated experience drafting agreements and interpreting leases
- strong aptitude working with numbers
- exceptional accuracy and attention to detail
- excellent writing and proofreading skills
- confidence in managing multiple and competing priorities; exceptional organizational skills
- advanced abilities with Microsoft Word and Excel

WHAT YOU CAN EXPECT FROM US

- highly engaged employees working in one of the world's best technology parks
- an outstanding benefits package
- a beautiful work environment

... and we'll make sure your time with us features a healthy work-life balance.

TO APPLY, please submit your resume to recruitment@innovationplace.com by May 4, 2021.

INNOVATION PLACE

114 – 15 Innovation Boulevard Saskatoon SK S7N 2X8
306.933.6609 innovationplace.com

