

SLEMON PARK CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Commercial Leasing Manager

REPORTING TO: President

POSITION SUMMARY:

Slemon Park is a Business and Residential Community with a focus on Aerospace, Training and Real Estate Development. The role of the Commercial Leasing Manager is to lead the commercial leasing and lease administration efforts of the company, to work with the President and other senior staff on commercial business prospecting and strategic initiatives of the company and to enhance the economic development potential of Slemon Park Corporation.

PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:

The Commercial Leasing Manager will review existing commercial leases and commercial spaces at Slemon Park to improve the utilization of spaces and identify opportunities for commercial space development to stimulate growth at Slemon Park including the Summerside Airport, Aerospace, Public Safety and Aviation training, advanced manufacturing, home construction, food processing and other opportunities. The Manager will respond to lease of space inquiries, touring facilities with prospective tenants, developing lease proposals and identifying detailed space fit-up and other requirements. The Manager will draft leases, facilities use agreements and service agreements for review and signature by customers and SPC executive staff.

The Commercial Leasing Manager will ensure SPC is using best-practices for commercial leasing and has accurate commercial market lease rate information for purposes of supporting optimal lease rates and lease terms for the benefit of both the lessor and the lessees in addition to maintaining close contact with current tenants to ensure their needs are being met and that SPC is positioned to respond effectively to their opportunities for growth.

The Commercial Leasing Manager will act as a liaison with Innovation PEI, the City of Summerside and industry to assist in prospecting for aerospace and other industries that fit with Slemon Park's assets. The Manager will assist with other strategic initiatives of the organization including energy initiatives such as solar, microgrid and battery technologies and leverage these technologies to build Slemon Park as a model of a sustainable commercial and residential community.

The Manager will also assist with the day to day operations of maintaining the lease portfolio including correspondence with tenants, the monthly rent roll, reviewing financial reports, contributing to the annual budget process, assisting with accounts receivable collections, lease renewals, and insurance requirements.

POSITION SPECIFICATIONS:

Education and Experience:

Post-secondary degree in business administration or a related discipline and work experience in areas including property management, economic development, business development, engineering, strategic planning, and organizational development.

Skills and Knowledge:

Ability to prepare formal documents such as lease proposals, leases, letters, and memoranda in clear unambiguous language. Excellent interpersonal, communication and organizational skills.

Scheduled working hours:

This is a full-time position with a standard work week from Monday to Friday, including evenings and weekends as required.

Physical, mental and visual:

Ability to multitask and handle occasional stressful issues, as well as flexible and resilient personality for dealing with a wide variety of people and situations

COMPENSATION AND BENEFITS:

Salary – \$65,000 to \$78,000

Vacation – Starting at three weeks per year.

Benefits – Long-term disability, health, dental, life insurance, and pension