



Job Title: Lease Completion Specialist

Job Type: Permanent, full-time

Reporting to: Lease Completion Supervisor

Summary:

The Lease Completion Specialist is responsible for processing the close out of mid-term and end-of-term leases for the Equirex and Bodkin portfolios. This role will work directly with both internal and external stakeholders to ensure accurate documentation and timely completion of all lease contracts, including special vendor programs and broker split transactions. In addition to completing the monthly lease expiration report, the successful candidate will be responsible for daily review and identification of funds on the Unidentified Deposits tracking sheet to ensure timely processing of all mid-term buyouts.

This role will also be tasked with providing our Broker Partners with leads and opportunities on upcoming end of term contracts as well as advising of all early buyouts.

Requirements:

The successful applicant will be detail oriented with a high level of accuracy. They must be organized and able to work well under pressure to meet tight deadlines.

The role requires a candidate to have dedication to being customer focused with a positive attitude and the ability to work as part of a team. Strong written and oral communication skills are required and proficiency in Microsoft Office is a must.

Candidates should have an understanding of sale documentation, including licensing and POA's. They should also understand T-Value and PPSA rules.

Qualifications:

A University or college degree with a Business background is required (or equivalent work experience). Applicants must have a minimum 1-year experience in a similar role.

Successful applicants will be required to obtain their OMVIC license.