

Ranked as one of the Top 101 companies and Best Places to Work in Atlantic Canada, Southwest has developed, constructed, owned and operated world class properties for over 50 years. A leading developer of residential property and one of the largest privately-held owner of multi-family residential buildings in the Halifax region, Southwest's brand of quality and community involvement has spread beyond Nova Scotia to New Brunswick and Newfoundland. Southwest believes in going beyond the necessary to create inspiring environments by providing the best places to live, shop, work and play, creating lasting relationships with employees, customers and partners.

Southwest Properties is currently seeking an outstanding individual to fill the role of **Retail Leasing Manager**. The Retail Leasing Manager is responsible for the overall leasing, tenant relations and management activities related to the Southwest Properties retail portfolio.

The Retail Leasing Manager will be responsible for performing a variety of leasing functions including (but not limited to):

- Conducting building and unit tours, preparing and organizing leasing paperwork, assisting with marketing efforts, and scheduling appointments and following up with leads
- Provide consistent, high quality service to tenants; respond and resolve tenant complaints and concerns in a timely manner via in person/email/phone
- Act as a liaison on all retail tenant issues including rent escalation, unit upgrades, rent changes and lease negotiations, to ensure good tenant retention
- Develop leasing strategy for commercial spaces that maximizes value and creates desired amenities for residential residents
- Establish relationships with local and national retail organizations who are potential Southwest customers
- Coordination of base building and leasehold improvements management ensuring all have full understanding of Southwest properties obligations under their lease
- Ensure retail tenants are aware of, and abiding by, all building rules and regulations
- Enforce all workplace safety standards and promote the positive, ethical and good business practices of Southwest Properties
- Notify tenants of annual charges upon budget approval and escalation charges subsequent to year-end
- General paperwork and invoice approval

As a Retail Manager, you project a confident, professional demeanor while providing a refined customer experience. As the successful candidate, you thrive off of networking and relationship building. You have a keen eye for spotting revenue opportunities and

have a real desire for achievement and growth. The ideal candidate possesses 5 years experience in a similar role. Occasional weekend and afterhours shifts will be required.

If you are interested in this opportunity and in working for one of Canada's Best Managed Companies, please forward your resume and cover letter by **March 7th** to Katelyn Smith at **Email:** katelyn.smith@southwest.ca. **Office:** Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2.