

Leasing Analyst

Job Category: Leasing - Retail

Requisition Number: LEASI002746

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Full-Time

Toronto - 20 Queen Office
Toronto, ON M5H3R4, CAN

Job Details

Description

Role Impact:

The Leasing Analyst will conduct a variety of financial and market analysis utilizing a variety of assessment and risk management tools and software that will have a significant impact on strategic decisions that support and enhance our core business. As an integral member of the team, this role will be responsible for the delivery of portfolio occupancy reporting and analysis as well as the coordination and compilation of information from internal and external sources in the industry. The incumbent will coordinate leasing-related functions from start to finish of a lease and have exposure to different aspects of the leasing process through interactions with various fields throughout the business.

This position will require the successful candidate to work five days per week in the office.

What you will deliver:

- Collect, analyze and interpret data and statistics using quantitative and qualitative methodology to write comprehensive reports that identify information gaps and future collection requirements
- Assist in the development of property specific merchandising strategies, utilizing skills to foster ongoing discussions regarding property needs and forecasting future revenue without compromising the merchandise mix
- Provide financial analysis and prepare business cases in order to have deals approved that require senior management review based on requested extraordinary lease concessions or financial terms that do not meet budget
- Participate in the lease negotiation process by providing data information to the Leasing Executives and Directors
- Co-ordinate and progress leasing deals through to TPF delivery. Engage with clients to follow-up on deals to ensure they are executed on time. Track lease execution and involve the Client Design & Delivery team, monitoring the process through to store opening
- Assist in the preparation of new deals and renewals through Tenant Proposal Form (TPF) and Letter of Intent (LOI) creation
- Monitor monthly tenant sales information and investigate for any unanticipated fluctuations
- Track and maintain critical dates including all upcoming expiries and evaluate for multi-asset synergies and leasing opportunities
- Prepare monthly leasing status reports, following up with Leasing Executives/Directors regarding the status of client deals, contributing comments and providing updates as necessary
- Maintain and handle leasing deal summaries, tenant files, acquire credit information, track written notice timelines
- Conduct lease research as required including reviewing and understanding clauses including extraordinary lease concessions, radius restrictions and verification of business terms
- Maintain professional service and act as a department liaison with internal and external clients by responding to requests for information and redirecting inquiries beyond own scope of expertise in order to maintain client first focus. Manage information flow from properties and prospective tenants and provide general information to clients
- Develop and deliver effective presentations to inform of emerging or existing statistics and trends
- Collaborate closely with Strategic Insight group to track client information, property demographics, psychographics, BIC scores and market share data and disseminate to leasing and portfolio team
- Report and publish all relevant information to the Client Relationship Management system (Salesforce), including all client-related updates
- Prepare ad-hoc requests for data and reports as required from all levels of the department, including analyses related to sales, Gross Rent Occupancy Cost reports (GROC), risk reviews, development analysis and tenant specific analysis as well as other miscellaneous leasing analysis
- Responsible for project administration and coordination including schedule planning, budgeting and financial requirements to complete and/or modify existing leases
- Support, monitor and assist in the preparation of leasing packages, marketing materials and CF promotional pieces for potential clients, including PowerPoint presentations. Build other presentation materials for Leasing as required

What your strengths are:

Technical Skills

- Understand and interpret financial and market research data. Solid understanding and experience in financial and statistical methodologies & practices preferred
- Strong computer skills with proficiency in Microsoft Excel, PowerPoint and Word, with the ability to quickly adapt to other programs such as Salesforce or Argus. Ability to use Gmail
- Analyze, interpret and understand the significance of commercial lease concepts
- Understand all aspects of property management including the administrative, accounting and related procedures
- Prepare reports to deadlines
- Prepare Business Cases as needed to assist with the approval of leasing deals
- Research new and existing retail in order to create analysis on the potential client
- Fast, accurate keyboarding skills
- Solid understanding of financial accounting, cash flow modelling, corporate finance and NOI property calculations
- Experience with real estate property valuation an asset

Interpersonal Skills

- Strong analytical and interpreting skills are critical to assist with recommendations that will help drive business decisions. Must possess a high commitment to providing quality customer service
- Strong verbal and written communication skills to deliver clear, concise and professional communications in both spoken and written form
- Demonstrated ability to exercise judgment, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature
- Demonstrated organizational skills, ability to prioritize workload and adjust to changing work plans, schedules and deadlines
- Self-motivated to work independently and proactively with a focus on timely delivery and quality
- Demonstrated ability to work collaboratively across all levels of the organization. The incumbent will interact with many different individuals in a variety of contexts
- Ability to build and maintain relationships
- Effectively assess problems and determine workable solutions
- Ability to multi-task and work under pressure
- Ability to deliver effective presentations
- High level of professionalism

What you need to succeed:

- University degree in Commerce or Business Administration with experience in statistics an asset
- Minimum 3 years of experience in a similar role. Preference will be given to those with commercial, development or property management exposure

Why you should join us:

At Cadillac Fairview we have been transforming communities for over 50 years. We are so much more than our properties. We are building leaders at all levels. We offer the challenge of interesting work, a great organizational culture, the opportunity to collaborate with the best in the business, and support for your growth and development. We reward values-based behavior and superior results with a competitive rewards package that includes best-in-class benefits and pension. Imagine a place where you can make a difference!

At CF our everyday actions and critical business decisions are guided by our CF Values. Achieving results is naturally important for us and we achieve results through behaviours that are consistent with our CF Values.

Are you someone who believes in our values?

- **Aim Higher** – we strive to exceed expectations
- **Own Your Expertise** – we empower ourselves and each other
- **Collaborate Effectively** – we bring the right people together to get the right results
- **Engage with Empathy** – we objectively consider the needs of others
- **Embrace Change** – we drive, learn from, and adapt to change