

Commercial Leasing Specialist

The Hamilton-Oshawa Port Authority (HOPA Ports) is seeking a detail-oriented, organized individual to join our Commercial team.

WHO WE ARE

The Commercial team at HOPA Ports works with Canadian and international companies to facilitate trade across our growing port network on the Great Lakes. Our team identifies strategic growth initiatives and maximizes our assets through: leasing, investment, and partnering to develop trade and transportation-related infrastructure. HOPA's Commercial team has attracted more than \$500 million in investment in the past decade, and manages a portfolio of more than 180 diverse tenants and transportation partners.

WHAT YOU'LL DO

Reporting to the Special Projects and Leasing Officer, the Commercial Leasing Specialist will be responsible for the day-to-day preparation and management of the Hamilton-Oshawa Port Authority lease agreements, including but not limited to:

- In coordination with in-house Legal Counsel and the appropriate Property Manager, assist in the preparation of Commercial documents including Lease Agreements, Renewals Amendments, Non-Disclosure Agreements and Memoranda of Understanding
- Review, proof and edit Lease Proposals from Property Managers, ensuring all terms and conditions are accurate and aligned with policies and procedures
- Create various leasing templates for departmental use
- Act as an inter-departmental liaison to ensure accurate billing of contracts, maintaining internal databases and conducting biweekly meetings
- Records Management including modernization and best practices, track and communicate critical lease dates to ensure timely execution of leases
- Track documentation flow and ensure documents are fully executed within contract parameters
- Departmental reporting including metrics, lease status, activity reports, organizing and chairing monthly meetings
- Develop and maintain positive relationships with tenants, internal colleagues, consultants, and suppliers
- This role may be eligible to job-shadow other HOPA roles or departments, in support of cross-functional learning and career growth.

EDUCATION / EXPERIENCE REQUIRED

- Post-secondary education in business administration or other relevant field of study
- Experience in administration, real estate or accounting an asset

KNOWLEDGE & SKILLS

- Strong understanding of legal documents and lease clauses
- Strong attention to detail and organizational skills
- Excellent communication skills, both written and verbal
- Advanced skills in MS Word, MS office, Outlook and a property management software program (previous experience with the Salesforce software considered an asset)
- Transportation/shipping industry experience considered an asset
- Valid class “G” driver’s license; access to a vehicle for business use at all times
- Must be able to work well independently or in a team environment

SALARY RANGE

Starting salary of \$58,000-\$62,000; commensurate with experience.

HOPA offers a competitive compensation package, including annual bonus program; defined contribution pension plan; health benefits; education support; employee charitable donation matching and more. HOPA offers a hybrid work model, subject to an onboarding period and requirements of the role.

About HOPA:

Recognized as one of Hamilton-Niagara’s Top Employers for 2024, HOPA is a small but mighty team of approximately 65 staff. We are comprised of experts in disciplines ranging from Engineering to Finance, and virtually everything in between. Together we manage Ontario’s largest and most successful port network, and we strive to do our job in a way that protects the environment and enhances our community. Learn more about us: <https://www.hopaports.ca/about-hopa/people-and-careers/>

Everyone is welcome

As part of our commitment to inclusivity, diversity, equity and accessibility, our goal is a workforce that reflects the communities we serve. We welcome all qualified applicants to apply including individuals with disabilities, those who identify as Black, Indigenous or persons of colour, members of the LGBTQ2S+ community and others. We are happy to honour accommodations at any part of the recruitment process and invite you to let us know how we can help.

To apply for this role, email jobs@hopaports.ca with your resume by July 12.

We thank all applicants; only those selected for an interview will be contacted.