

**Who are we?**

Founded in 1924, Irving Oil is a family-owned company with operations throughout Eastern Canada, New England and Ireland with a focus on providing exceptional service and high-quality products to our customers. Every day, we strive to put our good energy in action to bring families together, support the environment and local wildlife, and to create learning opportunities that empower the next generation.

Here's what you can expect from us:

When you're a part of our team, you'll see how we bring good energy to our business and our employees. Together, we will support our corporate strategy, high standards and the communities where we live and work. Our collaborative approach, commitment to diversity and inclusion along with our safety-first culture helps reinforce our internal brand position where People Matter. That's why we're dedicated to the development of our employees, so that they can reach their career goals.

What to expect in a typical day:

We have an exciting opportunity to join our Real Estate and Environment team. We are looking for a people person, a person who can lead a talented team of leasing professionals. The Leasing Manager will oversee all aspects of the company's leasing process associated with existing and new partnerships.

What We Offer:

- Competitive salary, bonus, and pension plan
- Flexible benefits, including a Health Spending Account
- Hybrid Work Opportunity – flexible work model that supports a blend of in office and remote
- Wellness support, including annual wellness allowance and paid personal care days
- Paid vacation and vacation purchasing
- Personal and professional development opportunities
- Named one of Canada's Top 100 Employers for six consecutive years

Your Roles and Responsibilities:

- Manage and direct a team responsible for the negotiation and administration of lease agreements
- Lead the negotiation of complex lease agreements to align with best industry practices and company strategy
- Manage exposure and minimize risks in relation to lease expiries and renewals
- Secure tenants for network vacancies
- Source and acquire real estate for short and long-term needs of the business
- Manage the integration of new real estate agreements and amendments into existing systems/processes
- Manage and account for payable and receivable property recoveries
- Develop and approve annual lease budgets
- Contribute to process improvements and innovation
- Effectively and accurately communicate and abstract key terms of lease agreements
- Foster internal and external relationships for the growth and sustainment of the real estate portfolio
- Lead and participate in real estate property projects as required

Professional Skills:

- Clear understanding of commercial leasing industry
- Strong interpersonal skills
- Attention to detail
- Ability to manage and prioritize multiple projects
- Excellent communication skills, verbal and written

Travel:

- Minimal travel is required for this role

Education & Experience:

- Undergraduate bachelor's degree in Business Administration
- 5 years supervisory experience
- 10+ years of related experience. The ideal candidate has 5+ years of real estate and/or legal experience
- Leasing, property or related designation considered an asset

Irving Oil supports a diverse and inclusive work environment and welcomes applications from all qualified applicants.

Please send resumes to: amy.christy@irvingoil.com

