



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Leasing Assistant

Job ID	93-2E-DB-43-F6-06	
Web Address	https://careers.indigenous.link/viewjob?jobname=93-2E-DB-43-F6-06	
Company	Ministry Of Citizens&TM Services	
Location	Victoria , British Columbia	
Date Posted	From: 2021-02-11	To: 2021-03-01
Job	Type: Full-time	Category: Office
Languages	English	

Description

Ministry of Citizens&TM Services

Victoria

Leasing Assistant

\$49,145.98 - \$55,609.08 annually

Bring your strong administrative experience and superior organizational skills to this challenging position

The purpose of this position is to provide project management process expertise for large projects, including project development, change management, implementation, research, monitoring and reporting in consultation with lease managers and staff. The Leasing Assistant is also a representative on team projects.

This position will also provide financial administration for Real Property Division leasing projects which impact directly on the performance and delivery of government objectives. Supports all aspects of the leasing process with Lease Managers, Landlords, real estate agents, mandated customers (ministries), BPS customers (e.g. Health Authorities), outsource providers (e.g. CBRE), and other stakeholders to provide the best value lease solutions for government accommodation.

The BC Public Service is an award winning employer and offers employees competitive benefits, amazing learning opportunities and a chance to engage in rewarding work with exciting career development opportunities. For more information, please see What We Offer.

The BC Public Service is committed to creating a diverse workplace to represent the population we serve and to better meet the needs of our citizens. Consider joining our team and being part of an innovative, inclusive and rewarding workplace.

Qualifications for this role include:

• Secondary school graduation (or equivalent).

• Minimum 2 years of experience in preparing, drafting and creating commercial real estate leasing contracts.

Preference may be given to candidates with 3 or more years&TM experience with commercial real estate leasing contracts

• Experience in financial administration including researching and analysing financial information, conducting calculations for budget estimates or projections and reconciling accounts.

• Minimum 2 years of experience using and maintaining databases and filing systems (data entry and integrity, query, run reports, access information, etc.). Preference may be given to applicants able to demonstrate experience and proficiency in using the @Real system.

• Intermediate Level Experience using Microsoft Suite Applications (Outlook, Word, and Excel).

How to Apply

For more information and to apply online by March 1, 2021, please click [Apply Now!](#)