



STRATHALLEN

Position Title:	Senior Law Clerk
Reports To:	Vice President, Leasing
Location:	Head Office – Toronto, ON

About the Company:

Strathallen is a fully integrated Canadian real estate management company, with over \$1.2 billion in assets under management. Founded in 2003 by seasoned real estate executives, Strathallen provides asset management, property management and strategic advisory services to institutional and high net worth investors. The Company currently manages and operates three private closed-end funds, with the mandate to strategically acquire and dispose of quality retail investments and deliver industry leading risk-adjusted returns. Strathallen provides investors with confidence through co-investing and incentive fee arrangements. The Company is supported by; in-house asset management, property management, financial, leasing and development teams. Strathallen specializes in creating value in opportunistic property investments on behalf of institutional clients. Strathallen's culture supports a diverse team environment where our leaders are dynamic and our employees work in a collaborative mindset; we respect the people we work with and for, and we encourage entrepreneurial spirit. For more information on Strathallen, please visit www.strathallen.com.

About the Position:

We are looking for an energetic and enthusiastic candidate to join Strathallen as a **Senior Law Clerk** at Strathallen Property Management Inc. for a 1-year contract. This position offers an excellent opportunity for an individual to grow and add value to a supportive, expanding company.

Key Responsibilities:

- Negotiating directly with retail and some office tenants and their lawyers on leasing points (legal and business terms).
- Coordinating with tenants, Leasing Managers, Property Managers and Asset Managers from the negotiation of the Lease up until the tenant takes possession of the premises.
- Drafting Offers, Leases, Lease Extending and Amending Agreements, Assignments, Short Term Leases, Pylon Sign Agreements, and other ancillary legal documents and letters.
- Negotiating with tenants to resolve lease disputes.
- Ensuring of timely execution of leases by all parties.
- Managing the internal lease approval process, including completion of approval forms and obtaining Landlord's sign off.
- Managing and updating document status tracker.
- Managing condition dates and preparing condition letters.
- Using MRI Leaseflow to communicate with the Leasing and Lease Admin team and process required legal documents.
- Interpreting leasing language for accounts, Asset Managers and Property Managers.
- Managing the filing of legal documents.
- Managing and coordinating work with external lawyers.
- Drafting/reviewing various corporate legal documents, such as partnership agreements, property/asset management agreements and resolutions.
- Provide direction to Lease Administrators.
- Other duties as assigned by Manager.

Job Requirements:

- Bachelor's degree in Business or Law Clerk Diploma/Certificate.
- 5 years of experience in a retail law clerk role.
- Strong attention to detail with the ability to organize/manage multiple tasks and meet deadlines in a demanding work environment.
- Reliable team player with a proactive attitude.
- Good verbal and written communication skills.
- Legal background in commercial real estate is required.
- Computer skills in Microsoft Excel, Word and MRI would be an asset.

Please email resumes with a cover letter to careers@strathallen.com referring Job: Senior Law Clerk in the subject line.

Strathallen is a strong advocate for diversity, equity, inclusion and an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, abilities, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Strathallen is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment.

To request reasonable accommodation during the recruitment process or need any assistance with the application process, please contact Nicole Manuel at 416-479-3183 or nmanuel@strathallen.com.