

BUILD A CITY. BUILD A FUTURE.



REAL ESTATE MANAGER – LEASING & PROPERTY MANAGEMENT REGULAR FULL-TIME

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

EMPLOYMENT STATUS

Exempt – Regular Full-Time

SCOPE

Reporting to the Director, Real Estate Services, the Real Estate Manager, Leasing and Property Management provides strategic leadership and oversight of the City's real estate portfolio, with a focus on commercial and residential leasing, property management, and optimizing land use. In a fast paced, high volume transaction environment, this role leads a team responsible for managing a diverse portfolio of residential, commercial, and specialty assets, overseeing leasing activities, tenant relationships, and overall portfolio operations.

As a member of the Real Estate Services leadership team, the Manager provides advice and recommendations on asset management and property-related matters. The position is responsible for identifying opportunities to enhance revenue, support cost efficiencies, and maximize effective use of civic land assets, while supporting departmental priorities, capital project delivery, and City-building initiatives.

RESPONSIBILITIES

- Lead and manage the City's leasing and property management functions, including oversight of a portfolio of residential, commercial, and special-use properties.
- Develop and implement operational leasing strategies and asset management plans to optimize financial performance and support corporate objectives.
- Supervise a team of property agents and support staff, including setting priorities, monitoring performance, and fostering a high-performing, collaborative team environment.
- Lead complex lease negotiations, renewals, and portfolio-related agreements, including licenses and other revenue-generating arrangements.
- Oversee tenant relationships across the portfolio, addressing issues, resolving disputes, and ensuring a high level of service delivery.
- Provide input and support on leasing matters, property use, and operational portfolio activities.
- Coordinate the work of third-party property management contractors, consultants, and service providers to support operational requirements and compliance with agreements.
- Support the capital projects and departmental initiatives through real estate advisory, tenant coordination, and property readiness activities.
- Assist in the preparation and administration of operating budgets and monitor expenditures and revenues related to the portfolio.

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- Build and maintain working relationships with internal departments, external agencies, and key stakeholders to advance City priorities.
- Advance continuous improvement initiatives, including standardizing leasing practices, enhancing reporting, and improving portfolio performance tracking.
- Ensure compliance with applicable legislation, policies, and health and safety requirements.

QUALIFICATIONS

- Degree from a recognized post-secondary institution in Urban Land Economics, Real Estate, Business Administration, or a related field, or an equivalent combination of education and experience.
- Minimum 7 years of progressively responsible real estate experience, including leasing, property management, and portfolio oversight.
- Relevant professional designation(s) such as AACI, RI, IRWA, MRICS, RPA, or equivalent are considered an asset.
- Strong knowledge of leasing practices, real estate agreements, property management principles, and applicable legislation.
- Demonstrated leadership experience, including managing staff and external consultants across multiple projects and priorities.
- Proven ability to negotiate complex agreements and manage stakeholder relationships in a multi-stakeholder environment.
- Strong financial acumen, including experience with operating budgets, revenue analysis, and cost management.
- Excellent communication, interpersonal, and relationship management skills.
- Demonstrated ability to manage competing priorities, exercise sound judgment, and make decisions with significant financial and operational impact.
- Valid Class 5 Driver's License.

OTHER INFORMATION

Pay Grade: M3

Rate: \$145,387 - \$171,044

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 7161

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