JOB DESCRIPTION

| **Title** | Leasing and Development Coordinator | | |
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| **Reports To** | Director of Development | | |

**Job Purpose**

The Leasing and Development Coordinator will be responsible for carrying out various administrative functions and project coordination in support of departmental initiatives throughout [Organization]’s Franchise Department.

The ideal Leasing and Development Coordinator has excellent organizational, information management, and administrative skills. The incumbent must be detail-oriented and analytical in order to succeed.

**Duties & Responsibilities**

Key responsibilities include, but are not limited to the following:

* Coordinate approval process of franchisee candidates, including:
  + Screening
  + Follow-ups
  + Required paperwork
  + Meetings (scheduling and notification)
* Develop and maintain real estate contact relationships.
* Source appropriate real estate.
* Set up (using piinPoint) ideal geographic locations, including market analysis and rent comparables.
* Examine leads for facilities management and landlord requirements.
* Manage equipment and signage process.
* Monitor the progress of projects and develop and maintain tracking tools to ensure deadlines are met.
* Perform post-project analysis and make recommendations and updates to the project planning for future franchisees.
* Schedule and facilitate various meetings and record minutes to assist in the completion of established assignments.
* Follow up with internal and external stakeholders on various projects, as required.
* Coordinate new account set ups and projects relating to resales, new store builds, and candidate approval process.
* Provide support in the administration of new applicants through the candidate process, including securing paperwork, scheduling interviews, and compiling the approval package.
* Assist in promoting the purchase of a franchise through online and cold call leads.
* Monitor files and ensure relevant contracts, license agreements, insurance, and lease documents and corresponding renewals are kept secure and up to date.
* Provide excellent customer service to new leads, as well as our existing Franchise Partners.
* Additional related duties as assigned.

**Core Competencies**

* Exercises accuracy and attention to detail in drafting correspondence/documents.
* Ability to work independently and to collaborate as an effective team member.
* Strong organizational and time management skills.
* Excellent interpersonal and customer service skills.
* Exceptional written and verbal communication skills.
* Ability to multi-task, prioritize and meet deadlines.
* Resourceful and self directed.
* Enthusiastic and motivated.
* Excellent negotiation skills.
* Exceptional presentation skills.

**Qualifications**

* Post secondary education in business administration, office administration, project management, or related discipline is required.
* 1 year of experience performing duties related to the above-mentioned key accountabilities is required.
* 1 year of experience in an administrative or franchising role is an asset.
* Microsoft Office applications (Outlook, Word, Excel, PowerPoint) proficiency is required.

**Working Conditions**

* The standard work week for this position is XX hours.
* The standard business hours for this position are from <insert time> to <insert time>; Monday to Friday.
* Overtime and hours worked outside of the standard work schedule are required, including some evenings as needed.
* This position is remote/hybrid/onsite.