We are searching for a **Senior Document Administrator** – *candid advisor and legal document expert* to join our team in Calgary.

**Why work with us?**

* Challenge yourself daily with interesting work with a Top Employer
* We invest in our people, assets, and our community
* Work alongside an experienced team with opportunities to learn and develop your career
* Be recognized for your talent and contributions with a solid total compensation package

**You’ll fit in great if you:**

* Thrive in a tight-deadline and multitasking atmosphere while staying organized.
* Enjoy details and analyzing documents to ensure accuracy and standardization.
* Work cooperatively and communicate well with all levels of the organization as an advising team-player.

**The opportunity**

Reporting to the Vice-President - Leasing - Western Region, the **Senior Document** **Administrator** will support functions associated with commercial office, retail and industrial leases, extension agreements and renewal agreements for the Western Region. As a legal document expert, s/he will draft, administer and track various leases and lease documents for Leasing Managers, Property Management and Asset Management.  Other key duties include:

* Draft commercial leases, extension agreements and renewal agreements on Offers to Lease/Extend/Renew from the Leasing Managers and/or on approved business terms in accordance with standardized templates on a term or month-to-month/short-term basis.
* Process for signature related commercial lease documents including, but not limited: Lease Amending Agreements, Indemnity Agreements, Parking License Agreements; Assignment of Lease Agreements, Consent to Sublease Agreements and Termination/Surrender Agreements.
* Prepare and track Discharges of Caveat for Tenant signature and/or Discharges as they relate to Restrictive Covenants that have expired.
* Assist, maintain and update with the development of standardized lease and related documents, including Offers to Lease for office, retail, and industrial properties.

**Your technical qualifications:**

* Post-secondary education from a legal assistant program or equivalent experience.
* 10+ years' experience as a paralegal or legal commercial real estate experience.
* 5+ years' experience with commercial real estate documentation at a real estate company, mortgage lender, or law firm.
* Excellent computer skills with an understanding of spreadsheets and word processing.
* An understanding and/or the ability to interpret the Canada Business Corporations Act, the Land Titles Act, Personal Property Registry and the Residential Tenancies Act (AB).

**Apply:**

Please forward your resume in confidence with a cover letter outlining your salary expectations to the attention of Jayelle Morris at jmorris@artisreit.com.