



## **CAREER OPPORTUNITY SUPERVISOR, COMMERCIAL LEASING & LEGAL COMMERCIAL DEVELOPMENT DEPARTMENT**

**JOB SUMMARY:** - The position is primarily responsible for the drafting, review, and coordination of commercial agreements for concessions (retail and food & beverage), land (airside & landside), office spaces, airline operating (AOL), airport-related and other services. The position will also be responsible for the management of a commercial library for agreements, templates, legal advice, opinions, and other correspondence. Monitor and test for compliance within lease agreements and execute steps to correct non-compliance by working with key departments within NAD.

**KEY DUTIES AND RESPONSIBILITIES:** -

- Support the commercial team in managing 130+ lease/license agreements.
- Management of lease library, templates, and legal opinions
- Assist with the preparation of all leases and licenses.
- Liaise with external legal firm regarding agreements and matters relating to commercial partners.
- Track upcoming lease and license renewals, vacant spaces, and prospective tenants.
- Draft and review lease documentation and coordinate the sign-off from both tenants and NAD signing authority.
- Oversee creation, organization, and security of all commercial-related documents.
- Support the creation of presentations and proposals for the commercial development team.
- Assist in the preparation and analysis of daily, monthly, and quarterly commercial reports.
- Review, monitor and track contract obligations and work with cross functional teams to ensure compliance.
- Enhance internal processes, tools, and templates to support the Commercial Development team.
- Support the day-to-day needs of concessionaires and other airport tenants.
- Maintains regular communications with tenants to help effectively address Tenant's/Licensee's concerns with their agreements or any compliance issues.
- All other duties as assigned.

**EXPECTATIONS:** -

- Enjoy working in an ever-changing, exciting, and fast-paced environment.
- A motivated team player with a willingness to do what it takes to get the job done.
- Demonstrated commitment to customer service and excellence.
- Advanced computer skills, including Microsoft Office
- Meets Deadlines

**QUALIFICATIONS:** -

- Certificate, BA or AA Degree in Paralegal or Business Studies
- Excellent written and oral communication skills with a strong ability to develop presentations.
- Proactive and excellent organizational skills
- Dynamic, highly energetic individual with the ability to work without close supervision.
- Strong project management skills – the ability to handle multiple tasks and interact professionally with staff, stakeholders, and clients.
- Financial, commercial, or planning experience would be an asset.
- Paralegal skills and experience
- Real estate and/or commercial law experience would be an asset.

**REQUIREMENTS:** -

- Post-secondary education in law and/or business-related studies
- 5 years' experience in a paralegal or coordinating/support role for operations and or business development.
- Ability to draft, review and understand legal lease/licence agreements.

- Demonstratable knowledge of standard Microsoft Office programs (PowerPoint, Excel, Word, Outlook) and general working knowledge of billing and analysis software such as Alfa and PowerBI

Resumes and certification should be forwarded via email to [people@nas.bs](mailto:people@nas.bs) on or before **Thursday July 4, 2024**.

**Please indicate the position you are applying for in the subject field.**