

Role Title: Flex Leasing Transactions Manager

An exciting opportunity has arisen to join GPE's leasing team as a flex transactions manager, focusing on our growing fully managed office portfolio.

GPE

GPE is a highly regarded property investment and development company holding approximately £2.5 billion of real estate in central London. Our portfolio predominantly consists of office space, with some retail and residential offerings. Our business focuses on the acquisition and redevelopment of properties to reposition them and unlock their full potential.

We understand that customers' needs are constantly evolving, with an increasing emphasis on design, amenity, technology and health and wellbeing. In the last five years we have expanded our workspace offering to include fully managed spaces as part of our market leading, customer first approach. Our fully managed spaces are fully furnished with all the hassle of managing an office removed (all rent, rates, service charge, cleaning, maintenance etc.) contained in one monthly bill, typically on simplified short form leases of 1-3 year terms. This is very popular with both smaller businesses looking to mature out of serviced offices, as well as large global businesses seeking a hassle free flexible solution in our core London locations.

GPE is already one of the top ten providers of flexible fitted space in London with ambitions to grow further and the candidate taking on the role of flex leasing transaction manager will be key in consolidating and growing our position in this dynamic market.

GPE have recently implemented a change programme, to move away from a traditional landlord operating model to a modern customer focused model, evolving the way we do business to meet (and exceed) customers' changing needs. The business sees this as an opportunity to differentiate itself, develop its brand and create a competitive advantage. This role would be an integral part of an exciting and forward-thinking team that is removing barriers and pain points for customers, such as delays in the legal process. The successful candidate would therefore be expected to be responsive and creative to meet customer requests, whilst managing the long term value and business plan for GPE's assets.

Flex Leasing Transactions Manager - Job Overview

GPE is looking for a proactive and experienced real estate solicitor or legal executive to join the leasing team, working independently of our external solicitors, but with the benefit of consultation with them when required.

Reporting to the Leasing Transactions Manager, the successful candidate will:

1. Have a commercial mindset with experience in leasing transactions and ongoing asset management matters.
2. Be able to quickly grasp the details of our fully managed offering and how fully managed leases differ from traditional leases.
3. Work with leasing and portfolio stakeholders, running transactions throughout their lifecycle from term sheet stage to completion, and management of GPE records.

4. Draft, negotiate and execute lease documentation and, where required, agreements for lease and side letters using GPE's precedent forms and any required appendices.
5. Understand the importance of contracting out of the relevant provisions of the Landlord and Tenant Act 1954 and ensure that it is carried out correctly.
6. Be an effective communicator, co-ordinating internal teams across the business throughout the leasing process to ensure that transactions are managed effectively.
7. Have sufficient experience to understand when transactions need to be referred to external counsel rather than be dealt with in-house.
8. Play a key role in the maintaining, developing, drafting and reviewing GPE's suite of precedent lease documents and flex processes.
9. Adopt a customer first mindset, identifying and embracing opportunities to develop and refine the legal, commercial and operational processes behind our fully managed offering.
10. Develop an understanding of GPE internal approval processes, ensuring that transactions are run in accordance with these, and look to improve them where necessary.
11. Have strong IT skills, with experience of MS Word and Excel and the initiation and management of DocuSign envelopes.
12. Embrace our company values:
 - We achieve more together
 - We are committed to excellence
 - We are open and fair
 - We embrace opportunity

Team structure

