



Franchise Coordinator

Purpose:

The primary purpose of the Franchise Coordinator is to execute all legal-related initiatives throughout the Pizza Nova franchise development department. They will also carry out various administrative functions and project coordination tasks in support of the franchising department's initiatives while providing excellent customer service and onboarding to new franchisee leads and Pizza Nova's existing Franchisees.

To succeed, the person must be analytical with excellent organizational skills, strong attention to detail and accuracy, and be self-motivated to work independently.

Key Accountabilities:

- Draft disclosure documents, franchise agreements, multi-unit development agreements, contracts, releases, non-disclosure agreements, lease reviews and other legal documents, as required.
- Maintains accurate and up-to-date records concerning franchise expiry dates, lease expiry dates, franchise renewal options, and franchise transfers.
- Complete legal research into departmental changes or initiatives ensuring completeness and adherence to current laws and update, as required.
- Manage and execute all PPSA registration, renewal, and discharge filings.
- Coordinate and collaborate with company affiliates and personnel.
- Manage and track new store openings, store transfer processes, and ensure all requirements are fulfilled.
- Focus on meeting new franchise store and store transfer goals.
- Identify, analyze, and correct defaults and non-compliance issues.
- Monitor department tracking and administrative functions.
- Provide support in the administration of new applicants through the development process, including the maintenance and creation of relevant legal agreements and other documentation including policies, templates, proposals, etc.
- Monitor files and ensure relevant contracts, franchise agreements, insurance, lease documents and corresponding renewals are kept secure and up to date.
- Other related projects and duties as assigned.
- Prepares letters of intent, confirmation letters, site survey requests, and site submittals.
- Respond to inquiries from landlords, external vendors, etc.
- Ability to learn or use Pinpoint and conduct real estate research.
- Attend and represent Pizza Nova in meetings with external vendors, etc.

Key Qualifications:

- Bachelor's Degree or Diploma in law, administration, business, or a related field is required.
- A minimum of 3 years' experience in an administrative/legal assistant/law clerk role or equivalent is required.
- A minimum of 1 year of experience in franchising or food service industry is considered an asset.
- A combination of education and experience will be considered.
- Must be proficient in the Microsoft Office suite, including Outlook, Word, PowerPoint, and Excel.