

Lease Administrator

Reports to:

Lease Operations Manager

Date:

January 1, 2020

JOB SUMMARY:

The Lease Administrator will be responsible for providing administrative support to the Lease Operations Manager.

JOB DESCRIPTION

Essential Functions:

- Provide administrative support to Lease Operations Manager
- Interpret real estate lease language and legal documents
- Prepare letters, commencement date memorandums, estoppels and legal notices
- Prepare lease documentation as necessary
- Prepare accurate lease abstracts through careful review of lease documentation
- Provide lease terminology interpretation and guidance to Real Estate Accounting
- Prepare and maintain lease files
- File, copy, scan and distribute documents
- Research and compile data for projects, update or create reports for Lease Operations
- Coordinate receipt of insurance certificates with external PM teams
- Performs other duties as assigned

Competencies:

- Superior attention to detail, organized, thorough and efficient
- Superior proofreading ability
- Excellent verbal and written communication skills
- Knowledge of Accounting practices, with intermediate financial and analytical skills
- Ability to interpret complex commercial lease language
- Independent worker and team player with ability to interact effectively with others

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- Ability to process work quickly, accurately and with changing priorities
- Excellent interpersonal skills with high initiative, flexibility, and team approach to work
- Intermediate proficiency in Microsoft Office suite with a primary focus on MS Word skills
- Demonstrate energy, initiative, determination and persistence to achieve goals

Supervisory Responsibility:

- No supervisory responsibilities

Work Environment:

This position operates in a professional office environment. Professional work attire required. This person in this role routinely uses standard office equipment such as computers, phones, photocopiers, scanning/fax machines and file systems.

Physical Demands:

Work is sedentary in nature. Sitting for long periods, computer use, data entry, typing, filing, answering phones. Ability to lift files and small boxes with a weight of 5-15 lbs.

Position Type/Expected Hours of Work:

This is a full-time hourly position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Travel

Travel not required for this position.

Required Education and Experience

- Minimum 2 years commercial real estate or law firm experience
- Bachelor's degree or industry equivalent preferred.



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Preferred Education and Experience

- Yardi Voyager 7.0 experience preferred.
- Proficient in MS Office (Excel, Word, Outlook).
- Background in commercial real estate practices.

Additional Eligibility Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits

- 401K with Company match
- Paid Time Off / Sick Leave
- 85% Employer paid Medical, 100% paid Dental, 100% paid AD&D, Short-Term Disability, and Life Insurance up to \$75K
- Paid Parking / Trimet
- Paid Holidays
- Onsite gym