



**Job Title:** Lease Administrator

**Reports To:** Lease Administration Manager

**Department:** Asset Management

**FLSA Code:** Non-Exempt

**Date Modified:** November 2018

**Key Responsibilities:**

- Abstracting new leases in MRI database, and updating existing abstracts with new information
- Collect and maintain tenants' Certificates of Insurance
- Work with insurance broker to update/maintain the company's Commercial Liability/Property/Flood insurance policies
- Generate Lease Process Checklists in Quickbase database for all new lease documentation. Work with Asset Managers to maintain/update status throughout lease negotiation process
- Create/Maintain Tenant Status Checklists when tenants vacating their premises. Follow up with responsible parties on status of tasks
- Provide administrative support to the Lease Administration Manager
- Assist with Quarterly/Annual lease analysis and reporting
- Ad-hoc projects as needed

**Skills and Experience**

- Bachelor's Degree
- 2 to 5 years prior commercial real estate experience
- Excellent organizational and administrative skills
- Must possess strong attention to detail
- Must possess excellent written and verbal communication skills
- Ability to prioritize projects and requests
- Highly motivated and able to work independently with minimum direction
- Ability to handle multiple tasks simultaneously
- Team-player attitude; dependable and dedicated
- Must have the ability to write routine reports and correspondence
- MS Word, Excel, Outlook and Adobe knowledge required
- Experience using MRI or similar lease administration software preferred