

<b>Date:</b>	<b>2022-08-31</b>
<b>Position Level:</b>	<b>Entry-Level</b>
<b>Industry:</b>	<b>Real Estate</b>
<b>Function:</b>	<b>Administration</b>
<b>City / Country of Origin:</b>	<b>Multiple</b>

## Position Title: **Lease Administrator**

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<b>Job Description:</b>	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Responsible for the day-to-day management of Lease Administration Services for a portfolio of properties with multiple clients.</li> <li>• Responsible to review and analyze lease documents and abstract in database.</li> <li>• Facilitate the process for tenant monthly charges and bill backs and ensure tenants are billed properly, working hand-in-hand with Property Managers and Client Accounting.</li> <li>• Evaluate tenant accounts for compliance to lease terms.</li> <li>• Manage cash security deposits and Letters of Credit</li> <li>• Track and ensure accurate Certificates of Insurance are on file and up-to-date in database.</li> </ul>
<b>Knowledge, Skills, &amp; Abilities:</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills.</li> <li>• Strong organizational abilities and attention to detail.</li> <li>• Able to work in a fast-paced environment and under pressure.</li> <li>• Able to multitask.</li> <li>• Strong reading comprehension skills.</li> <li>• Works well as a part of a Team, while having the ability to self-start.</li> <li>• Real Estate Financial analysis experience and understanding of financial concepts.</li> <li>• Strong proficiency with MS Office Suite, including comfort with Interest based research; experience in one or more industry standard lease administration databases – particularly Yardi and/or MRI.</li> <li>• Familiarity with commercial rent rolls, tenant ledgers and arrears reports.</li> <li>• Familiarity with income budgets.</li> <li>• Knowledge of Real Estate Tax and Common Area Maintenance escalations.</li> </ul>
<b>Pref. Certifications:</b>	N/A
<b>Minimum Education:</b>	BA/BS/Undergraduate
<b>Minimum Experience:</b>	2-3 Years
<b>Required Travel:</b>	Unspecified