

Qualified candidates, please contact Christina Smith- christina@kelleraugusta.com or 617-247-0505.

Lease Administration Associate

A leading Boston commercial real estate company is seeking a bright, dynamic team player for the position of Lease Administration Associate. The qualified candidate will be an experienced and energetic professional that will be responsible for managing certain client-specific lease portfolios, with responsibilities including lease document review, lease abstracting, database entry and updates, lease & operating expense audits, and lease reporting. The Lease Administration Associate will oversee all property leases and related communications. High attention to detail with an ability to decipher information within commercial real estate leases is critical.

Our client has been voted one of the Best Places to Work by the *Boston Business Journal*.

Job Responsibilities

- Point person for lease-related questions and lease management system inquiries
- Review and accurately abstract all fully executed lease documents, amendments, and license agreements into the lease management system
- Prepare monthly, quarterly and annual reports with critical lease dates for internal distribution
- Review and verify renewal notices and commencement agreements and timely update the lease management system accordingly
- Manage lease options and encumbrances in the lease management system
- Assist in the preparation, execution and filing of legal documents and correspondence including Estoppels, Notice of Leases, SNDAs, Insurance Certificates, etc.
- Meet with internal staff on regular basis to review upcoming critical dates and assist in developing strategy for addressing lease issues
- Assist with lease research for pending deals, leasing reports, tenant buyouts, and/or early terminations as necessary
- Accurately maintain subtenant reports with information such as square footage, base rent and expiration date
- Participate in development of various policies and procedures pertaining to lease administration and the lease management software, previous experience implementing lease administration protocol is a plus.
- Track operating expenses and real estate tax reconciliations, percentage rent and security deposits based on client needs and report accordingly, work with landlords as necessary to resolve reconciliation and payment issues.

Desired Skills and Experience:

- Bachelor's degree in business or related field, or equivalent experience
- Five years related experience in commercial real estate lease administration, preferably with office and retail leases
- Strong knowledge of commercial real estate documents and the leasing process with an ability to apply this understanding in performing job responsibilities
- Experience with lease database and asset management software is required (experience with AMTDirect, PeopleSoft, Lease Harbor and Archibus is a plus)
- High customer service orientation with demonstrated ability to build and maintain strong working relationships with key customers
- Must be proactive and highly responsive, able to work independently, and comfortable interacting with a variety of professionals in related fields (legal counsel, finance staff, and property management)
- Provide a high level of attention to detail for reliable accuracy and flag inconsistencies between lease documents and database content
- Must consistently demonstrate excellent communication (both verbal and written), organizational, and analytical skills

- Knowledge and understanding of the basic accounting and finance principles and familiarity with their applications and impact with respect to real estate analysis
- Proficiency in PC based software, especially MS Excel, Word, and PowerPoint; Must have the ability to accurately develop various types of logical reports
- Exceptional interpersonal skills, positive attitude, friendly, helpful and responsive
- Ability to multi-task, delegate, prioritize, finalize projects and resolve lease disputes