

LEASE ADMINISTRATOR

For over 100 years, our company has been a retail property management institution in the Los Angeles area. We are a prime destination for visitors to the Southern California area. Located in Los Angeles, California, we have an opening for a Lease Administrator.

Responsibilities:

- Review legal documents (i.e. leases, lease addendums, etc.) and advise of scheduled modifications
- Interpret and analyze lease issues, escalating to superiors as needed
- Maintain straight line rent
- Perform CAM and Operating Expense statements
- CAM and office operating expense reconciliation / estimates
- Set up and maintain CAM accounts (pools)
- Assist in Budget process
- Audit lease documents against tenant billings in Yardi
- Verify brokers' commission
- Maintain lease tracking report
- Perform other work as assigned or directed by supervisor
- Pro-actively track and manage lease related critical dates
- Point of contact for all lease related inquiries and coordination of service and/or information among other real estate teams, landlords and subtenants
- Review Estoppel and SNDA requests against lease requirements, obligations and outstanding rent related issues and coordinate execution and delivery, as needed
- Coordinate Ad hoc projects as required

Required knowledge and skills

- Strong communication skills both written and verbal
- Basic accounting knowledge with good math skills.
- Proficient in the use Microsoft Office Products.
- Proficient with Yardi Voyager
- Ability to pay close attention to detail
- Ability to communicate with coworkers, merchants, customers, visitors, supervisor and senior management in a courteous and professional manner
- Ability to work with minimal supervision
- Ability to maintain confidentiality
- Able to multi-task and meet deadlines

Education and Experience

- 2- 4 years' experience in commercial/retail lease administration
- AA/BA degree or equivalent experience
- In-depth knowledge and understanding of commercial/retail & office leases

What we offer:

- A competitive benefits package that includes: Medical, Dental, Vision, Life Ins., Company 401(k) retirement plan with a generous match, and much more!
- Company provided parking.
- Business professional work environment.

Compensation: DOE

Interested candidates should send their resume with cover letter to; Hiring Executive at PropertyMgt55@gmail.com. Please include salary history for consideration.