

## **Lease Administrator Job Description:**

A leading Boston commercial real estate company is seeking a bright, dynamic team player for the position of Senior Lease Administrator. The qualified candidate will be an experienced and energetic professional that will manage the lease administration services for McCall & Almy, including the lease document review, lease abstracting, database entry and updates, and lease reporting. The Lease Administrator 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.

### Job Responsibilities:

- Review and accurately abstract all fully executed lease documents, amendments, and license agreements into the lease management system
- Distribute in a timely manner finalized lease information and documentation to appropriate parties
- 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
- Point-person for lease-related questions and lease management system inquiries
- 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 leasing software
- Timely and accurately prepare and/or assist with monthly, quarterly, annual and ad hoc reports
- Track operating expenses and real estate tax reconciliations, percentage rent and security deposits based on client needs and report accordingly
- Assist with new business presentations as necessary

### 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 leasing
- 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 software is required (specifically AMTDirect is a plus)
- High customer service orientation with demonstrated ability to build and maintain strong working relationships with key customers
- Provide a high level of attention to detail for reliable accuracy
- 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 flow 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

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