

## **POSITION: LEASING REPRESENTATIVE**

### **POSITION SUMMARY**

Combined Properties (CPI), is seeking a Leasing Representative to join the East Coast Leasing Team. This person will be responsible for identifying new tenants, working with existing tenants, and negotiating new deals to maximize occupancy and income across a portfolio of owned shopping centers and mixed-use developments in the Washington, DC region.

### **QUALIFICATIONS**

#### **Required:**

- Bachelor's degree in Business, Finance, Real Estate or a related field.
- A passion for the retail industry and creating an ideal tenant mix.
- 1 – 2 years' experience in real estate leasing or other sales related roles.
- Demonstrated knowledge of commercial leases and contracts.
- Excellent written and verbal communication and skills.
- Proficiency with the MS Office Suite and the ability to learn new software.
- Ability to travel to visit properties.
- A creative problem solver who understands customer service.

#### **Preferred:**

- 3 – 5 years' experience in real estate leasing.
- Knowledge of construction terms and governmental codes and regulations.
- Experience in negotiating business deals and/or legal documents.
- Quantitative/analytical mindset and general comfort with financial terms.
- Real estate license, or an interest in pursuing one.

### **KEY RESPONSIBILITIES**

- Establishes and maintains a level of expertise on trade areas.
- Makes cold calls on existing business.
- Builds rapport with existing tenants.
- Creates business relationships and attends trade organization meetings.
- Analyze sales data, rents credit reports and financial information.
- Negotiates the terms and conditions of lease with prospective tenant.
- Works closely with the Legal staff during the negotiation phase of the deal.
- Prepares projections, status and activity reports.
- Performs other duties as assigned.