

## **POSITION: LEASING COORDINATOR**

### **POSITION SUMMARY**

The Leasing Coordinator provides specialized administrative and logistical support to the Senior Vice President, Portfolio Leasing and Executive Vice President, Retail Asset Management. This position supports a team that includes leasing representatives, tenant coordination, and retail construction. Duties will include expense reports and processing invoices, as well as broker commissions and regular departmental reports.

### **QUALIFICATIONS**

- Education:** Bachelor's degree required, preferably in business, communications, project management or real estate. Relevant work experience may substitute.
- Experience:** Minimum three (3) years' experience providing varied administrative support, preferably within the commercial/retail real estate industry.
- Skills:** Must possess strong computer literacy to include proficiency in the Microsoft Office Suite (Word, Outlook, Excel, PowerPoint) in a Windows environment. Proficiency in Costar a plus. Must also possess strong verbal and written communication skills, excellent organizational ability, and a high degree of initiative to anticipate departmental needs. Should maintain a professional appearance and phone demeanor to interact with tenants, brokers and other business colleagues. Must be dependable, energetic, organized, and able to handle multiple tasks simultaneously with minimal direction.