

## **Leasing Coordinator (Retail Real Estate – In Office)**

Combined is seeking a **detail-oriented, proactive Leasing Coordinator** to support a senior leasing executive and a fast-paced commercial real estate team. This is an **in-office role** and a great fit for someone who thrives on collaboration, organization, and being closely connected to day-to-day leasing activity.

### **What You'll Do**

- Provide logistical and administrative support to the Leasing and Tenant Coordination teams
- Coordinate leasing reports, rent rolls, commission tracking, and deal packages
- Support tenant coordination and construction tracking from deal execution through handoff to Property Management
- Prepare marketing materials, flyers, and leasing packages for brokers and prospective tenants
- Assist with broker commissions, listing agreements, and tenant communications
- Help plan and support industry events (e.g., ICSC conferences, broker events)
- Maintain accurate data across systems, reports, and marketing platforms (CoStar a plus)

### **What We're Looking For**

- Bachelor's degree preferred (or equivalent experience)
- 3+ years of administrative and/or marketing support experience, ideally in commercial or retail real estate
- Strong proficiency in Microsoft Office (Excel skills important)
- Highly organized, detail-oriented, and able to manage multiple priorities in an in-office environment
- Professional communicator with strong follow-through and initiative

### **Why This Role**

- High-visibility position supporting senior leadership
- Hands-on exposure to leasing, tenant coordination, marketing, and reporting
- Collaborative, in-office team environment with opportunities to grow

 **Location:** Bethesda (In-Office)

 **Department:** Retail Leasing

 **Status:** Full-Time

 **Interested?** Send your resume to [HR@combined.biz](mailto:HR@combined.biz)