



JOB DESCRIPTION | LEASE ADMINISTRATOR

Department/Group: Operations
Location: Virginia Beach, VA
Reports To: Lease Admin Manager

JOB DESCRIPTION:

- Draft, review, and revise various types of transactional agreements about real estate management and leasing. Examples of documents would be leases; commercial retail leases; license agreements; estoppel certificates; SNDA's; settlement agreements; lease guarantees; lease commencement agreements; telecommunications agreements and other real estate related transaction documents
- Research and interpret lease language in consultation with Attorneys, and provide information and guidance related to Real Estate and lease matters, as requested by property managers, brokers, or principals of the company
- Review and confirm that dollars agreed to in leases have been translated accurately into lease abstracts. Proofread drafts of legal documents
- Facilitate and track routing and signature of various documents/forms/lease documents
- File, fax, scan, copy and distribute lease documents and other correspondence for execution and distribution
- Overall control of original lease documentation and maintenance of master lease files
- Receive and set up all lease documents into corporate electronic file cabinet in accordance with system requirements; assist with abstracting lease agreements
- Assist Property Managers and Leasing Brokers with all aspects of processing lease documents through lease execution
- Utilize, update, and manage all tools and resources available to manage workload, including checklists, databases, logs and/or other related reporting tools
- Work with other company departments, i.e., accounting, acquisitions, and dispositions as necessary

EXPERIENCE, REQUIREMENTS AND CORE COMPETENCIES:

- Advanced level of proficiency in Excel, Word, Outlook, and MRI or similar.
- Ability to handle a fast paced, deadline driven environment
- Ability to multi-task and prioritize assignments while delivering consistent, quality work product to property managers, brokers, attorneys, and clients
- High level of attention to detail and accuracy
- Ability to calculate prorated rent
- Ability to work with little supervision and to seek help when needed
- Ability to build strong internal and external relationships
- Strong analytical and communication skills
- Ability to think independently while working within a group

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Must have minimum three years' commercial real estate experience

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Benefits include: a flexible work week, summer hours, casual Friday, rich health care plans, 401K with company match, company paid life/short- and long-term disability, tuition reimbursement, and a great atmosphere!

Please send all resumes, cover letters, and salary requirements to Elizabeth Hedrick, Vice President of Human Resources, ehedrick@whlr.us.