

Position: Lease/Property Administrator

TradePoint Atlantic, LLC. is seeking a Lease/Property Administrator to support the administrative functions of the Property Management Team assuring a high level of professionalism in property issues, including timely response to, and resolution of, any tenant requests or concerns.

Key Job Responsibilities:

- Provide full administrative support
- Schedule and coordinate meetings/special events, as requested
- Assist in lease administration activities, including tenant contacts and insurance information; generate reports
- Prepare and coordinate bid proposals, service contracts and approved invoices. Assist in bidding process and assist Property Manager(s) in their efforts to ensure compliance with policies and procedures
- Prepare and code invoices for Property Manager's approval
- Ensure prompt and accurate completion of contract and certificates of insurance information in contract administration software
- Track and file contracts and insurance certificates; maintain follow-up system for expirations
- Monitor and maintain the property maintenance work order system and prepare monthly reports for Property Manager on status of tenant work orders
- Maintain the site/property purchase order system
- Maintain lease and contract files, as well as other files located within the property management office
- Promote and foster positive relationships with tenants and vendors
- Assist with monthly and quarterly management reports as well as annual budget preparation
- Assist accounting department with questions related to the properties, accounts payable and resolution of vendor issues

Key Competencies

- Communication Proficiency (oral and written)
- Customer Focus (internal and external)

- Organizational Skills
- Interpersonal Skills
- Multi-tasking
- Advanced in Microsoft Office Suite
- Proficiency in property management software, preferably Yardi, Buildings Engines/Prism
- Ability to give and take direction and to interface with decision makers in a professional manner and maintain confidential information
- Ability to work proactively
- Ability to work well independently and with others in a team environment
- Effectively prioritize and multi-task

Required Skills/Abilities

- High school diploma/GED equivalent; Bachelor's Degree preferred
- Customer service experience preferred
- Minimum of 1-3 years commercial lease administration experience
- Understanding and ability to interpret commercial and retail leases

Benefits:

- A highly competitive base salary
- Bonus eligibility based on individual performance
- A suite of benefits including medical, dental and vision
- 401K
- Health Savings Account, including employer contributions
- Paid Time Off
- Maternity & Paternity Leave
- Professional development

TradePoint Atlantic, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, pregnancy, genetic information, or any other characteristic protected by federal, state, or local laws.