



DEPARTMENT/LOCATION: Corporate Leasing – Dallas Office

JOB TITLE: Leasing Administrative Assistant

FLSA STATUS: Non-Exempt

REPORTS TO: SVP Leasing

SUPERVISES: NO

DATE: 7/25/18

POSITION SUMMARY

The Leasing Administrative Assistant provides support to the SVP of Leasing, overseeing leases, commissions, and service agreements for contracted commercial properties.

ESSENTIAL DUTIES

- Oversees and maintains leasing commission process:
 - Collects commission information per lease, working with 3rd party brokers and Cypress property management to collect relevant documents and information for this process
 - Prepares commission reports
- Tracks commercial renewals and lease expirations, updates management and leasing agents of upcoming expirations, and may send out notices;
- Ensures accuracy of square footage of tenants and centers, works with architects and leasing agents on square footage for potential tenants, maintains and updates square footage reports;
- Tracks and updates monthly revenue projections (MRP) ensuring invoices are on track and accounted for, taking into consideration contingencies, tenant move-in delays, and anything else hindering the receipt of payments;
- Administers and oversees the background screening process for commercial properties;
- Serves as the primary liaison with Property Capsule account management. Utilizes Property Capsule to ensure our property portfolio data is complete and accurate (i.e.: property overviews, agent contact information, site plans, tenant lists, photography, maps and demographics);
- Functions as an information resource conducting research, assembling data and performing special projects around the corporate leasing function;
- Processes expense reports. Prepares memos, correspondence, documents, spreadsheets and reports;
- Shares in phone coverage rotation when the receptionist is out of the office;
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE

- College degree preferred; will substitute relevant experience in lieu of education
- Five plus years' experience in the commercial real estate industry
- One to two years' experience using Property Capsule or Aquarian Systems, etc.
- Three to five years working with Microsoft Outlook, Word, Excel, PowerPoint and Adobe Acrobat
- One to two years of experience with Adobe Creative Cloud (Illustrator, Photoshop, InDesign)

SKILLS AND COMPETENCIES

- Exceptional organizational and interpersonal skills with a preference for working in a fast-paced environment, operating at times with little to no direction.
- Professional demeanor and ability to construct professionally written and oral communications.
- Exceptional business acumen, analytical ability, and people skills.

NO AGENCIES. NO PHONE CALLS.

SUBMIT RESUMES TO CAREERS@CYPRESSEQUITIES.COM

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