



# Specialty Leasing Coordinator - Chicago Ridge

## Leasing - Specialty

Tweet

Apply now

SPECI01326

Posted: April 14, 2017

Full-Time

Chicago Ridge, IL, United States

### THE POSITION

The **Specialty Leasing Coordinator** serves as fundamental coordinator to the specialty leasing and partnership marketing programs. This position reports directly to the General Manager of the shopping center and works with and takes directions from the Specialty Leasing Manager and the General Manager. This position is based in **Chicago Ridge, IL.**

#### *Primary Responsibilities:*

- Performs high-level work such as organizing, scheduling, coordinating, researching, compiling, exchanging and analyzing information.
- Participates as administrative point person for assigned special projects and requests such as the monthly forecast report, budgeting, local / regional / national deal making.
- Serves as retailers' liaison between Shopping Center Management and Specialty Leasing retailers at the shopping center.
- Assists in additional projects and requests as required.
- Interacts with, Corporate team members from various disciplines, mall management team member, other employees and customers to assist with information exchange, problem solving and requests
- Prepares, creates, edits requested reports and presentations via Microsoft Programs such as WORD, EXCEL, POWERPOINT and etc.
- Composes and types correspondence, memos, reports and maintains up-to-date retailer files – both hard files at the shopping center and digital files.
- Work directly with specialty leasing retailers from deal input, follow-through with deal approval, license agreement execution, collection of applicable deposits, insurance, and setup work orders and coordinate retailer move-in and move-out.
- Monitors, maintains and enforces common area standards by regular communications with retailers, following procedures and daily reviews of the common area and inline retail visual merchandising.
- Focuses on accounts receivable specific to specialty leasing and partnership marketing collections and participating in monthly accounts receivable calls
- Involved with storage leasing efforts at the shopping center
- Collect and document sales information from Specialty Leasing retailers as stipulated in the License Agreement
- Prepares Lease Change Requests for billings and amendments, opening/closing documents, defaults and any other accounting document relating to specialty leasing and partnership marketing programs
- Collects and maintains retailers' and clients' certificate of insurance prior to expiration.
- Familiarize with and train in the specialty leasing program at the property.
- Other duties as assigned

### ***Education:***

- A Bachelor's degree in a related field or an Associate's degree plus relevant work experience.
- 3 years of office administrative experience required.

### ***Knowledge, Skills and Abilities:***

- Ability to work independently combined with a strong collaborative style of communication
- Must have some knowledge of commercial real estate including a broad understanding of finance, leasing and legal.
- Ability to develop strategic solutions required
- Persuasion and conflict resolution skills required
- Ability to communicate with all levels within the organization and ability to work and learn independently and in a team situation
- Strong organizational and time management skills
- Excellent interpersonal, oral and written communication skills
- Ability to deal with multiple tasks effectively and establish priorities
- Strong attention to detail

- Excellent PC, Excel, MS Word, PowerPoint, and Microsoft Outlook
- Prior experience with Salesforce is strongly recommended

***Professional and Personal Characteristics:***

- Proven lease coordinator skills.
- Demonstrated organizational skills.
- Strong analytical and technical skills.
- Results-oriented and high energy.
- Highest level of personal integrity.
- Ability to multi-task in a fast-paced environment.
- Ability to prioritize work and meet deadlines.
- Passionate and committed to his or her own personal and professional development as well as that of his or her colleagues.
- Creative and innovative approach to solving problems and resolving issues.

**Starwood Retail** provides equal opportunity to all employees and applicants for employment, without regard to race, color, religion, sex, age, national origin, disability, marital or veteran status, or sexual orientation.

## Qualifications

### Education

**Preferred**

Associates or better.

### Experience

**Preferred**

**3 years:** Office Administrative Experience

Equal Opportunity Employer