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## **Job description**

Imperial Realty Company is an industry leader in commercial real estate. Our portfolio consists of office buildings, shopping centers, and self-storage facilities. Due to our growing needs, we are seeking a Leasing Administrator who can work well in a fast-paced environment with strong organizational skills, who can work with our leasing and accounting department to assist in day-to-day duties. Paralegal experience would be an added plus. This key position will be responsible for the following:

### **Responsibilities:**

#### **∅ Lease Administration:**

- Process and set up leases, modifications, and renewals into Yardi
- Review and administer applications and credit checks for prospective tenants
- Review & proofread broker commission invoices
- Assist with tracking and maintaining accurate property updates (new vacancies and leased spaces) and the space available report
- Proofread leases and renewals
- Quote rents and relay lease negotiations to tenants
- Draft lease requests
- Proficiency in using the internet for marketing, advertising, and sales-related circumstances, including using Craig's List, Google and other search engines, and navigating the internet and websites.
- Coordinate with utility companies to turn meters on and off for gas & electric as needed
- Assist in administering monthly tenant move outs and monthly renewal grid
- Draft correspondence and other formal letters
- Coordinate showings with property managers for existing tenants or new tenants as needed
- Follow up with tenants to sign lease renewals
- Assist ownership with processing accounts payable
- Assist owners of the company with any additional tasks

Our ideal candidate:

- Proficiency in Yardi property management software
- Accounting/bookkeeping skills
- Extremely organized
- Ability to multitask and work in a fast-paced environment
- Strong written and verbal communication skills
- Interest or experience in commercial real estate administration
- High level of professionalism
- Strong work ethic with desire to pro-actively complete tasks

- Bachelor's degree
- Hours- 8:30-6pm M-F

We offer competitive compensation and benefits, including medical, dental and visor insurance, 401(k) plan and an opportunity to work directly with ownership. Our office is located on the North side of Chicago with easy access to the Edens Expressway. If you are interested in exploring a career opportunity with Imperial Realty, please forward us your resume.

Job Type: Full-time