



JOB OPPORTUNITY: LEASE ADMINISTRATOR (ENTRY LEVEL)

The Stone Group, a national full service commercial real estate company is seeking a Lease Administrator to work in its Austin, Texas office. A Lease Administrator is responsible for managing a Client's real estate portfolio and maintaining the Client's lease database. The primary responsibility is to support the Client and broker with day to day real estate transactions. A Lease Administrator will be responsible to abstract and enter lease information into Client's Lease Administration database.

POSITION REQUIREMENTS:

- Commercial real estate experience is preferred;
- Computer proficient, including working knowledge in using Microsoft Word, Outlook, Excel, and Adobe products;
- Familiarity with using third party Lease Administration database programs is a plus; training will be provided;
- Must be highly organized with strong attention to details, strong verbal, written and interpersonal skills, with ability to produce quality work in a fast-paced office environment;
- Ability to comprehend real estate lease agreements, documents and communication, extracting pertinent data for Lease Administration database, preparing Lease abstracts, and other reporting as needed;
- Provide support for transaction and property management team overseeing portfolio of national clientele, including:
 - Assist with timely and accurate reporting in accordance with client Services Agreement(s);
 - Assist in processing of all real estate legal documentation related leases, renewals, options, vendor contracts and other various notices;
 - Assist in monitoring of property-related Rent Rolls, Lease Expirations, Operational Variance Reports, Delinquency Reports, and other required reporting;
 - Scanning client documents and maintaining Lease records and files;
 - Assist Property Management with monthly, quarterly and annual financial reporting.

Part or full time entry-level opportunity for immediate hire. Salary starting at \$15 per hour. Send resume to storres@thestonegroupcre.com.