



Property and Lease Administrator

The Property & Lease Administrator will be responsible for the lease administration of all third-party managed properties and will work closely with Accounting to ensure vendors are set up properly in Yardi, issue lease statements, and research outstanding issues. This person will also provide administrative support to the VP of Operations and the property management team.

Primary Responsibilities include, but are not limited to:

Lease Administration

- Create and manage lease files
- Set up Third Party lease information in Yardi; update Yardi with lease amendments
- o Keep Master Tenant list up-to-date
- o Ensure square footage in leases is correct in Yardi/Rent Roll
- o Ensure rent and operating charges are entered into Yardi
- o Ensure lease effective dates and rent commencement dates are accurate on Rent Schedule
- o Prepare lease abstract and email to appropriate parties for approval
- Send and post charges for rent statements
- Assist accounting during annual reconciliations with research and tenant letters
- Set up and update all vendor information in Yardi for all offices
- Research statements and request invoices as appropriate

Property Management

- Prepare correspondence, management agreements, check requests, mailings for property management department
- Perform all administrative duties for property management department
- Manage and create contracts with vendors and tenants as directed by Property Managers
- Receive and manage tenant calls for Property Managers as needed
- Maintain fire inspection reports and fire alarm reports
- Monitor Building Engine tasks to ensure completion
- Assist Property Managers with project management projects as requested
- Maintain vendor list updating with new potential vendors
- Coordinate Safety meetings with Safety Officer
- Process expense statements for VP of Operations

Qualifications:

- Proficient in Microsoft Office Suite
- Experienced in Yardi, highly desirable

- Detail-oriented
- Excellent verbal and written communications skills
- Team player
- Self-starter with aptitude to balance multiple priorities
- Professional demeanor
- * Ability to meet deadlines

Send your resume to hr@gcprei.com