

GCP Management Services, LLC**Position Title: Leasing Coordinator****Reports To:** Michael Flynn**Job Description****FLSA Status:** Exempt

Position Summary: The Leasing Coordinator is responsible for the full lifecycle of the leasing process and supports the coordination of leasing activities across GCP's real estate portfolio. This position ensures the accurate and timely administration of lease transactions while partnering with internal teams, brokers, legal counsel, and third-party consultants to support leasing efforts from listing through lease execution. Provides support during property acquisitions by abstracting existing leases, organizing lease documentation, assisting with lease-related due diligence, and coordinating the onboarding of newly acquired properties into the management portfolio. This role plays a key part in maintaining accurate lease records and data entry into property management systems, coordinating transaction documentation, and supporting the overall efficiency of GCP's real estate operations.

Essential Duties and Responsibilities

- Manage the full commercial lease administration process from proposal through execution and lease setup.
- Coordinate proposals, RFPs, listing agreements, rent schedules, and offering memorandum workflows.
- Partner with the Leasing team to coordinate all leasing activities across the portfolio.
- Collaborate with brokers, legal counsel, architects, contractors, lenders, and other third parties to prepare listing agreements, marketing materials, proposals, lease documents, and other transaction-related documentation.
- Prepare Letters of Intent (LOIs), Estoppel Certificates, SNDAs, Commencement Agreements, and other lease-related documents and correspondence.
- Coordinate the preparation and production of leasing and marketing materials with outside brokers, ensuring accuracy, consistency, and timely delivery.
- Develop and maintain relationships with leasing brokers and investment sales advisors within GCP's target markets, including regular communication to ensure alignment with leasing objectives.
- Track critical lease dates and obligations, including notice periods, commencement and expiration dates, renewal options, maintenance obligations, insurance requirements, assignments, and other lease provisions.
- Support Accounting and Operations with lease research, reporting, and documentation.
- Create and maintain complete lease files, including listing agreements, marketing materials, proposals, executed leases, amendments, and supporting documentation.
- Ensure consistency between property marketing materials, listing agreements, lease documentation, and property records.
- Maintain accurate lease abstracts and enter new leases, amendments, renewals, and rental structures into Yardi.

- Provide completed lease abstracts for Property Management and Accounting for review and confirmation.
 - Review and approve lease-related invoices, including legal fees, brokerage commissions, and marketing expenses.
 - Manage brokerage commission vouchers, payment tracking, and commission billing requests.
 - Assist with acquisition due diligence by abstracting existing leases, organizing lease documentation, reviewing estoppels and SNDAs, and supporting the transition of newly acquired properties into the management portfolio.
 - Maintain all lease documentation in accordance with company standards.
 - Prepare lease exhibits as needed.
 - Verify the accuracy of lease commissions and related payments.
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Qualifications

Education and Experience

- Bachelor's degree preferred.
- Minimum 5 years of experience in commercial real estate lease administration, leasing coordination, or a related field preferred.
- Experience with commercial real estate acquisitions and due diligence is a plus.

Knowledge, Skills, and Abilities

- Strong organizational skills with exceptional attention to detail.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Strong analytical and problem-solving skills.
- Ability to work independently while collaborating effectively with internal and external stakeholders.
- Excellent verbal and written communication skills.
- Proficiency in Yardi and Microsoft Office, including Word, Excel, and PowerPoint.
- Ability to maintain accurate records and ensure data integrity.
- Ability to perform as a self-starter and demonstrates strong sense of ownership with the ability to drive projects from origin to completion with minimal oversight.

Licenses / Certifications

- Active real estate license preferred.