Job Description

Leasing Coordinator: San Diego CA

Position Description:

This position requires the applicant to have a broad spectrum of skill sets. The applicant would assist broker & legal in negotiating the best business terms possible for a lease document. We work with multiple Tenants across the county (H&M, COS, & Other Stories, Francesca’s, Hyatt Hotels, Sephora & Apricot Lane) along with Lifestyle & Outlet Malls around the country.

Responsibilities:

* Tracking and updating status of multiple projects in CRM software
* Gathering and coordinating marketing material
* Assembling and preparing material to present to clients on potential opportunities
* Answering phones
* Red lining Letters of Intent
* Make edits to site plans, LOD’s, etc.

Requirements:

* Organized and Extremely Detail Oriented
* Ability to manage workload and prioritize tasks
* Self-motivated and self sufficient
* Strong communication and customer service skills
* Proficient in Microsoft Office & Excel
* Adobe Suite knowledge a plus
* ESRI Suite knowledge a plus
* Basic knowledge of marketing

Salary – Based on skill set

Please submit resumes to steve@sidneyinc.net