

## **JOB DESCRIPTION**

Title: Portfolio Leasing Coordinator  
Direct Supervisor(s): Vice President Portfolio Leasing  
Reports to: Vice President Portfolio Leasing

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### **Position**

Provides general administrative support to portfolio leasing. Responsible for preparing proposal, presentation, tour and communication materials. Coordinates the distribution of internal and external property marketing information. Expert writing skills coupled with a law office and/or real estate business background is preferred. In addition, first-rate organizational skills are essential.

### **Duties and Responsibilities**

The successful candidate will –

- Perform all coordination activities including but not limited to research, preparation of proposals, term sheets, letters of intent and similar documents; composing/writing/editing correspondence and other materials, word processing, copying, filing, and other tasks, as needed.
- Complete special projects, as assigned.

Interoffice Operations –

- Coordinates support services including marketing, accounting, leasing, asset management, risk management, IT and other operational requirements to expedite work product.

Marketing –

- Assist Vice President Portfolio Leasing and Marketing Team in conceiving of and executing one-time and ongoing marketing campaigns.
- Ensure adherence to high-quality marketing standards throughout client experience including but not limited to digital and print communications, building tours, and events.

Event Planning –

- Company sponsored events including ground breakings, openings, broker events, etc. will be planned within specified budgets. This may include coordinating with multiple vendors and advance coordination on gifts/takeaways.
- Coordinates complex on/offsite meetings and conferences. May schedule appointments, keep calendars and arrange travel itineraries and meeting room reservations.

Document and Contract Preparation -

- All contracts are to be prepared and approved in accordance with standard procedures.
- Once executed, all legal and contractual document originals will be handled according to standard procedures.

Proposals –

- All Requests for Proposals, Requests for Qualifications and Requests for Information are coordinated with resource assistance from the in-house marketing team.
- Organizes the preparation and production of customized, client-specific information packages at the direct of leasing and asset management.

Record Retention –

- Updates and maintains various information databases. Generates standard and ad hoc reports as required and assists with updating website information.
- All documents are to be maintained based on the company Development File System.
- All files to be archived will be coordinated through, consolidated with and reside in offsite storage.

### **Representative Knowledge, Skills and Abilities**

Minimum 5 years professional administrative, legal and/or real estate business experience preferred.

- Knowledge of business office practices and procedures including but not limited to excellent business writing/composition abilities, grammar, spelling, proofreading, and computer skills.
- Ability to establish priorities and maintain productivity.
- Ability to organize, efficiently document and routinely update information.
- Ability to apply approved procedures to work problems and situations.