



Leasing Specialist II

OUR MISSION... To advise, guide and maximize Georgia's real estate portfolio by applying industry best practices in asset, space and transaction management.

Job Information

Job Type: Full-Time

Hiring Salary:
Salary Commensurate with Experience up to \$70,000.00

Location: Atlanta, GA

Opens: September 15, 2021

Closes: Open until Filled

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodations for the application process should contact

404-463-5664 or email

hr-email@spo.ga.gov

TO APPLY:
Email **resume** in Microsoft Word or PDF format to hr-email@spo.ga.gov with the following in the subject line of your email: **Leasing Specialist II**



Our goal is to be a diverse workforce that is representative of the citizens we serve. SPC does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. SPC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

Overview

Position Description:

The Leasing Specialist II (LS II) is responsible for the management of activities related to an assigned portion of the total portfolio of approximately 1,200 existing leases. The portfolio consists of both large and small commercial leases (under 1,000 to over 100,000 square feet). The LS II will:

- Manage/coordinate components of projects from lease execution to tenant move in
- Act as lead liaison with various agency customers to understand and achieve the customer's goals in acquiring new premises, disposing of existing leases, and formulating strategies to optimize its footprint around the state
- Increase utilization across the portfolio and assist in increasing the efficiency of business practices
- Use problem solving skills to understand agency goals, complete assignments and ensure a high level of customer satisfaction
- Coordinate with project management and other associated functions to ensure each project is completed for successful occupancy
- Work independently but as part of a team, under broad supervision, to achieve the strategic goals of SPC and the State of Georgia

Key competencies include experience with and knowledge of lease negotiation procedures and practices, effective communication methods, the ability to function in and contribute to a team environment, and the ability to think both inside and outside the box to solve problems.

Minimum Qualifications: Completion of a bachelor's degree in a related area from an accredited college or university or two (2) years of related experience

Preferred Qualifications: Six (6) or more years of experience with negotiating and / or managing commercial leases and the leasing process, asset management of commercial properties including overseeing or participating in the leasing of assets, **OR** Project management experience related to the acquisition of leased or owned space

Travel: Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, notifications will only be sent to applicants who are selected to interview.

Please visit our website at www.gspc.ga.gov for additional SPC career opportunities.