



Lease Administrator

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

State Properties Commission (SPC) Leasing Division acts as Tenant on behalf of all State agencies leasing space in commercially owned space.

Job Information

Job Type: Full-Time

Number of Vacancies: 1

Pay Grade: J

Hiring Salary:

Starting salary commensurate with experience

Location: Atlanta, GA

Opens: August 3, 2017

Closes: October 3, 2017

(Must be received by 5 p.m.)

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

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

hr-email@spo.ga.gov

SPC will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to: hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email: **Lease Administrator**



Website: www.gspc.ga.gov

Position Overview

In addition to a competitive salary and career growth opportunities, the State Properties Commission offers a generous benefits package, which includes employee retirement plan (including a 401(k) plan with up to 3% employer matching); paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment insurance, healthcare and child care flexible spending accounts.

Duties: Under supervision, gathers, records, monitors, manages, analyzes, and disseminates data for the State's leases.

Minimum Qualifications (Agency Specific): Bachelor's degree AND Two (2) years of experience in the commercial real estate industry OR Associate's degree AND Four (4) years of experience in the commercial real estate industry OR Six (6) years of experience as a lease administrator in the commercial real estate industry.

Preferred Qualifications (Agency Specific): Experience with ProLease or Harbor Flex or Virtual Premise.

Competencies: Understand occupier leases for office, retail and industrial asset types; Attention to detail, pride in work, self-starter who takes initiative; Ability to identify problems and outline a plan for remediation; Must have excellent computer skills including Word, Outlook, Excel and PDF software; Experience with ProLease, Harbor Flex, and/or Virtual Premise; Ability to work with little supervision; Able to work well under pressure and exercise sound judgment and discretion; Strong skills in the following areas: processes and procedures, time management, planning and organizing, written and verbal communication.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. SPC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

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SPC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

