



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

Number of Vacancies: 1

Pay Grade: M

Hiring Salary:
[Starting salary commensurate with experience](#)

Location: Atlanta, GA

Opens: March 6, 2019

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

SPC Overview: In addition to a competitive salary and career growth opportunities, the State Properties Commission (SPC) 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.

Position Description: Under general supervision of the Leasing Manager (LM), is responsible for the management of all assigned activities related to the acquisition of leased space for the benefit of the State of Georgia and its related agencies including the negotiating, renegotiating, and tracking of all assigned leases or projects. The Leasing Specialist (LS) II must have knowledge of lease negotiation policies and practices, leasing contract documents and procedures, space management practices, market analysis, project management and effective communication methods for various types of highly complex leasing projects.

Minimum Qualifications (Agency Specific): Completion of a degree in Business Administration, Real Estate, Finance or related field combined with four (4) years of experience in negotiating, reviewing, drafting and managing leases OR Completion of a degree in Business Administration Real Estate, Finance or related field combined with six (6) years of project management experience related to the acquisition of leased or owned space.

Competencies: Knowledge of state laws that regulate many aspects of tenant/landlord relationships. Customer service focus with excellent written and verbal communication skills. Ability to work independently to manage multiple leases while meeting strict deadlines in a fast paced environment. Strong problem solving skills are essential and attention to detail with ability to work quickly with changing priorities. Must be a team player with initiative and flexibility. Proficient in the use of Microsoft Office.

Working Conditions: The work is usually performed in an office environment. Travel for this position is 10% - 20%.

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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, we are unable to provide information on your resume status over the telephone. 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.