



## ***CAREER OPPORTUNITY – LEASE ADMINISTRATOR***

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DivcoWest, founded in 1993, is a privately owned real estate investment firm with investment offices in San Francisco, Los Angeles, CA, Boston, MA, Washington, DC and New York, NY. Since its inception, the company has acquired more than 40 million square feet of commercial real estate across the United States and manages over 4.5 billion of equity.

DivcoWest is expanding its portfolio and is seeking a Lease Administrator to join our team in San Francisco. This position will offer the right candidate a wide range of responsibilities. Interested candidates should please send their resume to [jobs@divcowest.com](mailto:jobs@divcowest.com).

### **Your responsibilities will include, but are not limited to, the following:**

- Entering and processing of all Leases and related documents
- Process monthly rent updates and bill-back charges
- Tenant Move-Out packages including timely return of security deposits
- Updating of Rent Roll data and other requests as needed by the Asset Management team
- Preparation of Operating Expense Reconciliations and Estimates
- Timely completion of initial entries for new acquisitions and closing entries for dispositions
- Assist Property Managers and team with all Tenant receivable related requests with a focus on customer service
- Processing of tenant account adjustment forms
- Possess the ability to understand and interpret legal agreements such as leases and purchase and sales agreements
- Back up for Accounts Receivable
- Additional responsibilities as required

### **Personal Characteristics:**

- Multi-tasked, detail oriented, and works well with deadlines
- A person who takes initiative and is “self starter” with a positive attitude
- Cooperative/Team Player
- Resourceful, reliable and punctual
- Eager to learn and be a "go-to" when questions/issues arise

### **Qualifications:**

- Minimum 3-5 years of commercial lease administration experience
- Bachelor’s degree with accounting background preferred
- Understanding of the lease administration process
- Excellent computer skills, including Word, Excel, and MRI
- Strong interpersonal skills and problem-solving ability
- Strong verbal/written communication and presentation skills
- Proven record of exceptional internal and external customer service
- Strong analytical skills, logic and experience with lease language interpretation

The above job description is intended to communicate the general function of the mentioned position and by no means shall be considered an exhaustive or complete outline of the specific tasks and functions that will be required. Divco reserves the right to change job descriptions, site assignments, and or work hours as required by the needs of the program. All employees are expected to perform their duties within their ability as required by the job and/or as requested by management.