

## **SUMMARY**

To learn the fundamentals of commercial real estate by identifying, analyzing, and abstracting property information for branch and headquarters locations, which our clients occupy on an international basis. To provide our client and team with valuable information that can be used more efficiently through the consolidation of critical data. To learn an overview of the services we provide our clients to better understand commercial/corporate real estate.

## **QUALIFICATIONS**

- Bachelors degree required in any business field
- Provide excellent customer service
- Attention to detail
- Consistency in quality of work

## **RESPONSIBILITIES**

- Able to interpret document terminology
- Develop a working knowledge and understanding of property documents such as leases, contract amendments, deeds, title policies, letter agreements, closing statements, estoppels, SNDAs, CAM invoices
- Consolidate information, concerning the client's real estate documentation for their numerous locations, into an efficient database through the process of abstracting
- Audit leases to ensure data accuracy and that required content are complete
- Able to accurately step out rent schedules within an abstract
- Audit rental payments to provide cost-savings to the client
- Research necessary supplementary or incomplete information
- Able to work with Excel spreadsheets to track database information
- Hands-on job shadowing and special projects/reporting as determined by the Manager
- Communicate with manager for clarification on pertinent issues



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## **PROFESSIONALISM**

- Displays excellent verbal skills that result in clear, concise, informative, value-added conversations
- Displays professional written skills when interacting with internal and external parties (email, letters, fax covers, etc)
- Consistently arrives to work on time and stays focused through the day
- Maintains a professional image through appearance and attitude while at the office and at work events
- Shows dedication to the Account, Division, and Company

## **CULTURE MATCH**

- Client/Team Focus- Actions enhance the success of others (e.g., internal and external clients)
- Learning Aptitude- Inherent ability and desire for learning and understanding
- Adaptability- Behavior is flexible and effective in dealing with changing situations
- Initiative- Proactively sets and achieves goals beyond standard expectations
- Creativity- Develops new ideas and insightful approaches to address specific situations

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This job description in no way states or implies that the functions outlined are the only duties to be performed. It is understood and agreed that the employee may be required to perform additional duties and to follow other instructions, as directed by the employee's manager.



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