



# Lease Administrator

Wakefield, MA, United States

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## JOB DESCRIPTION

The Lease Administrator will be part of the General Services Team and will work to ensure the accuracy and management of the portfolio administration database, as well as the delivery of timely and quality reporting and analysis. In addition, perform duties to assist the day-to-day real estate operations and reporting requirements between departments, landlords, and third-party vendors, while ensuring a seamless workflow among General Services.

We are looking for a solutions-oriented individual that will bring a demonstrated track record of process organization, tracking and reporting, problem-solving, and lease administration excellence.

### Essential Duties & Responsibilities

- Abstract fully executed lease documents. Input and update accurate and vetted leasing data. Maintain tracking database of abstracted documents.
- Develop and execute high-quality reporting and deliverables on a regular cadence. Assists to ensure the compliance with accounting guidelines within the assigned tasks and acts to improve the quality of the financial close. Familiarity with FASB's ASC 842 a must.
- Perform basic CAM/Opex/RE Tax audits, review and process invoices, communicate discrepancies with manager(s) and/or landlords. Able to pro-actively identify issues independently.
- Develop and execute on company/team initiatives and special projects.
- Review and update internal project systems, such as workflow, monthly or as required. Continuously evaluate processes to drive efficiencies

## **Skills & Attributes**

- Excellent oral and written communications skills
- Self-starter and solutions-oriented. Ability to follow-through and recommend process improvement.
- Ability to organize and prioritize high volumes of documents including lease documents, invoices, expense reconciliations, and processing them in a timely manner.
- Proficient math skills including ability to calculate CPI increases, percentage change, etc.
- Strong working knowledge of Lease Administration databases such as MRI Lease Management, Visual Lease, etc.
- Proficient in Microsoft Office software (Word, Excel, PowerPoint, etc.)
- Capacity to develop and produce compelling spreadsheets/deliverables

## **Experience & Education**

- Bachelor's degree preferred; or five plus years related experience and/or training; or equivalent combination of education and experience.

## **ABOUT US**

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but your experience doesn't fully align with every qualification, we still encourage you to apply! You may be just the right candidate for this position or others across the company. Our Recruitment team is waiting to chat with YOU.

APPLY NOW

JOB INFO

Job Identification	3660
Job Category	Services & Administration
Posting Date	09/18/2025, 11:09 AM
Degree Level	High School Graduate
Job Schedule	Full time
Locations	 601 Edgewater Drive, Wakefield, MA, 01880, US

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