



Job Description

A/R - Lease Administrator

NewMark Merrill Companies

THE COMPANY

NewMark Merrill Companies, LLC is a private owner and operator of more than 70 community shopping centers representing over 1,500 tenants covering over 10,000,000 square feet in three States.

NewMark Merrill is owned by President and Chief Executive Officer, Sanford D. Sigal. Since 1997, he has led NewMark Merrill in a community leadership role at the company's shopping centers in more than 45 cities throughout California, Colorado and Illinois ensuring we are an asset to every place we buy, manage and build shopping environments. The company also has a technology business called BrightStreet Ventures, which is a leader in using technology to help us succeed as a landlord, and for tenants to thrive by taking advantage of technology.

The company is based in Woodland Hills, CA and has primary satellite offices in Oceanside, CA and Longmont, CO. NewMark Merrill's shopping centers are located in more than 45 cities throughout California, Colorado and Illinois. The tenants of our shopping centers includes merchants such as Vons, Whole Foods, Target, Walmart, Sam's Club, Lowe's, Bed Bath & Beyond, Marshalls, Ross and a large cross-section of other retail, restaurant and service tenants.

NewMark Merrill works very hard to ensure that our shopping centers are successful for our tenants and the community. Our mission statement is 1) to ensure every community is better by its involvement, 2) to give every tenant a great shot at being successful and recognizing the American dream of building a business that thrives and provides opportunities for their customers and their employees, and 3) to enable every employee of NewMark Merrill to achieve their dreams, to be better for the experience of working at the Company, and to challenge themselves in ways that make them better people.

The company's growth has often landed it on the "Fastest Growing Private Company" lists by creating shopping environments that create meaningful experiences, bringing in tenants who cater to the customer and the community, and by supporting our neighborhoods through events, outreach, and being a role model of a corporate citizen.

We look for people who want to challenge themselves and create something amazing and aren't afraid to make mistakes as a way to grow.

ESSENTIAL JOB FUNCTIONS

- Responsible for entering new leases and tenant information into the system for 30 +/- properties and 500 +/- tenants.
- Review lease abstracts prepared by others and ensure correct set up in system.
- Responsible for entering cash receipts and ensure proper application.
- Review monthly rent-up report and make sure all charges are correct and in accordance to tenants' lease agreements.
- Work closely with Property Accountants to ensure all rent increases, percentage rents, and other tenant charges are processed before rent statements are generated.
- Post monthly rent charges and mail out statements by set-forth deadline.
- Responsible for entering all other tenant charges such as utility bills, quarterly CAM billings, tax billings, regular tenant bill-backs, late fees, legal fees, etc.

REQUIREMENTS

- 3+ yrs experience in A/R and lease administration for retail shopping centers.
- Experience with MRI or Yardi property management software (MRI preferred).
- Be able to read and interpret commercial retail leases.
- Proficient in Excel and Word.
- Excellent mathematical skills.
- Must be extremely organized and be able to work under pressure in a fast-paced environment.

Resumes and corresponding documentation may be submitted confidentially to hr@newmarkmerrill.com.