



## Lease Administration Manager Job Description NewMark Merrill Companies

### About Us

*Doing retail better.* This mantra has guided NewMark Merrill over the last 40 years: through changes, challenges, varied economic and industry disruption. We hold true to our core beliefs of connecting with communities, creating authentic environments of unsurpassed opportunity for merchants and sharing our passion for retail real estate with innovative team members.

With offices in Denver, Los Angeles, Sacramento, San Diego and Chicago, NewMark Merrill owns and manages more than 10 million square feet of retail assets comprised of over 2,000 tenants across 80 cities.

As a boutique-sized firm, we offer both the benefit of large portfolio economies of scale paired with agile decision-making capability and individualized attention from senior leadership.

By combining close relationships with communities, hands-on engagement with our merchants and shoppers, and industry leading investments in technology and data collection, we provide the insights that help ensure our tenants have the tools to succeed in our centers.

The combination of understanding the communities we serve, and world class technology allows us to maximize value and create exceptional experiences that convert visitors into loyal customers.

Our people are what make NewMark Merrill the successful and innovative company it has become. With an unwavering commitment to the success of our partners, the communities we serve and the development of our people, we have created an authentic and proactive culture that sets NewMark Merrill apart.

Go to [www.newmarkmerrill.com](http://www.newmarkmerrill.com) to learn more about the company and its culture.

## Position Summary

The Lease Administration Manager is responsible for management and oversight of all lease documentation, processing and data management for the Leasing Department of the Los Angeles and Illinois offices. This position reports to both the Executive Vice President of Leasing and Development and the Vice President of Leasing.

## Position Responsibilities

- Provide support and assistance for all leasing/development related activities to multiple senior and executive-level managers.
- Various Lease Administration duties including, but not limited to:
  - Drafting leases, amendments, and business transfer documents
  - Creating lease files for new tenants
  - Processing signed leases and amendments
  - Coordinating and maintaining our internal portal system for deal tracking
  - Lease review and abstracting; manage abstract tracking report
  - Coordinating tenant space delivery (i.e., Drafting delivery letter and coordination with Property Management and Construction Management teams)
  - Organizing and saving documents in our custom document management system
  - Drafting all required leasing related letters, SNDAs, memorandum of leases, co-tenancy reports, termination agreements, license agreements, temporary leases, Landlord approval letters, option granting letters, date confirmation agreements, etc.
  - Tracking of critical Lease dates regarding development deals and more complicated lease delivery requirements for national and anchor tenants
  - Coordination and communication with Property Management, Accounting and Collections staff regarding pending deals and Lease document inquiries.
  - Managing and updating document templates and forms
  - Managing and updating Leasing Department processes and procedures
- Updating property Exclusive Uses and Restrictions lists as changes arise or new properties are taken over
- Management and training of lease administration staff; assign and track open tasks and deals; review and edit draft documents by junior-level administrative staff
- Loan Documentation review and research; assistance and coordination with obtaining Lender approvals for lease documents
- Provide documents to outside counsel and assistance with draft document review
- CC&R/REA research; obtain Title Reports and review and research re same
- Track billable time and prepare monthly invoices
- Interacting with outside legal counsel on various projects.

## Requirements

- 5+ years' lease administration experience working in a retail portfolio management company or corporate office of a national brand retail or restaurant company or equivalent real estate paralegal experience.

- Highly organized, detail-oriented, self-starter with the ability to work independently.
- Ability to efficiently prioritize while handling multiple projects in a fast-paced environment.
- Customer service, problem analysis, independent judgment/action and the ability to interact and communicate with a wide variety of people.
- Demonstrated strategic thinking, problem solving and organizational skills
- Excellent oral, written, organizational, interpersonal skills
- Proficiency in Microsoft Outlook, Word and Excel.
- Ability to oversee several matters in an organized fashion as this position handles and/or oversees a high volume of work.
- Paralegal background (preferred, but not required)
- Notary function (preferred, but not required)