



Job Description

Leasing Coordinator/Paralegal: San Diego CA

Position Description:

This position requires the applicant to have a broad spectrum of skill sets. The applicant would assist broker & legal in negotiating the best business terms possible for a lease document. We work with multiple Tenants across the county (H&M, COS, & Other Stories, Francesca's, Hyatt Hotels, Sephora & Apricot Lane) along with Lifestyle & Outlet Malls around the country.

Responsibilities:

- Tracking and updating status of multiple projects in CRM software
- Gathering and coordinating marketing material
- Assembling and preparing material to present to clients on potential opportunities
- Answering phones
- Drafting LOI's
- Make edits to site plans, LOD's, etc.

Requirements:

- Organized and Extremely Detail Oriented
- Basic understanding of Commercial Retail Leasing
- Ability to manage workload and prioritize tasks
- Self-motivated and self sufficient
- Strong communication and customer service skills
- Proficient in Microsoft Office
- Adobe Suite knowledge a plus
- ESRI Suite knowledge a plus
- Basic knowledge of marketing

Salary – minimum of \$45k per year – to be further negotiated based on experience.

Please submit resumes to smclurkin@ebdevelop.com