



JOB DESCRIPTION

LEASE / OFFICE COORDINATOR

OFFICE LOCATION - Nashville, TN

JOB SUMMARY

StateStreet Group, LLC is seeking a new associate to assist with lease administration, property management and general office administrative support. The ideal candidate will have experience in commercial real estate, accounting, legal or related fields. Qualified candidates will have exceptional organizational and communication skills.

CORE JOB FUNCTIONS

- Lease Administration
 - Coordinate lease process from submittal through execution.
 - Create and update lease abstracts.
 - Submit lease detail to accounting.
 - Ensure proper information is reflected in Yardi software.
 - Update asset management spreadsheet with renewal deadlines and contacts.
 - Assist with annual CAM reconciliations.
- Property Management
 - Serve as backup to property manager as needed.
 - Invoice management.
 - Create property utility invoices and charge to ledger.
 - Keep tenant and vendor spreadsheets current.
- General Office Support
 - Manage and order supplies and equipment.
 - Work with IT personnel to solve technology problems.
 - Checklist administration.
 - General filing (electronic and physical).
 - Assist with planning events – invitations, RSVPs, set-ups, scheduling caterers, etc.
 - Assist with purchase and sale contracts.
 - Schedule meetings and keep calendars updated.
 - Serve as notary for the Nashville office.
 - Maintain master lists.
 - Assist with special projects.
 - Assist with marketing flyers and presentations.
 - Help prepare correspondence and materials for investor updates and other meetings.
 - Assist executives with travel arrangements.

COMPENSATION

Salary: Salaried
Benefits: Health insurance for self (some employee cost-sharing required)
Other: Company paid life and LTD insurance; Employee paid supplemental policies, i.e., dental, vision
Retirement: 401K – eligible after first year anniversary with company

ABOUT STATESTREET GROUP

StateStreet Group is a commercial real estate management and development company. With offices in Jackson, MS and Nashville, TN, StateStreet Group strives to offer the highest level of service to our customers and a stimulating work environment for its employees. We are looking for talented individuals who want to contribute to the success of the organization and make a difference in their career and community. We are conveniently located in Hill

CONTACT



Please send cover letters and resumes to jobs@statestreetgroup.com