InSite Real Estate is a national commercial real estate development company based in Oak Brook, Illinois. InSite develops, owns, and operates tenant-driven investment property nationwide. Privately held since its 1988 formation, the company has completed over 400 industrial, office, and retail projects located in over 35 states ranging from 2,000 SF to 2.6 million SF in size, and $1 million to $250 million in value. We have an immediate need for a Lease Administrator to assist in certain aspects of the management of retail, office, and industrial properties, including accounting, tenant relations and insurance.

Primary Responsibilities:

- Solicit and maintain COIs for both tenants and vendors
- Ensure compliance with leases and contracts
- Update Yardi as needed and place copy in lease file or vendor binder.
- Set up and maintain tenant files (electronic and hard copy)
- Set up and maintain property files (electronic and hard copy)
- Create check requests for invoices for office, retail, and industrial properties.
- Contact vendors re: outstanding invoices.
- Create Tenant Adjustment forms for changes to be inputted on tenant ledger.
- Assist in maintaining Pacom system (for Oak Brook building only)
- In absence of APM, issue/delete access cards as needed.
- In absence of APM, reprogram elevator access for holiday hours and resume normal hours after each holiday
- Prepare correspondence as required.
- At direction of PM/APM, prepare service contracts as required.
- At direction of PM/APM, send requests for tenant financials, and attach to Yardi record when received.
- Participate in pool of staff who provide backup for receptionist.
- Create Desk Reference Manual detailing procedures for regular tasks.

Qualifications:

- Excellent interpersonal skills
- Excellent communication skills
- Excellent organizational skills
- Familiarity with Yardi
- Intermediate MS Word and Excel skills
- Ability to multi-task and to prioritize heavy workload
- Sense of urgency; responsive to tenants, co-workers, and vendors
- Attention to detail