

## **LEASING ASSOCIATE JOB DESCRIPTION**

### **Company Overview:**

Headquartered in Bryan/College Station, Texas with an office in Houston and San Antonio, Oldham Goodwin Group, LLC, is a fully integrated commercial real estate firm offering comprehensive brokerage, development, management and advisory services throughout the state, specializing in retail, office, industrial, land, multifamily and hotel property types.

### **Position Overview:**

Responsible for current market conditions and trends while developing a broad and qualified clientele base. The Associate shall assist in carrying out the policies and procedures surrounding the day to day functions of the commercial leasing department as determined by the Director of Brokerage and Broker of Record. The Leasing Associate must be a self-motivated team member willing to work in a close knit environment and exchange information between other members and staff. The Leasing Associate will carry out functions inclusive of, but not limited to, staying current with trends in today's market and soliciting property and clients. Associates shall keep clients up-to-date with their specific property and market conditions, and have a professional understanding of commercial leasing, specifically as it relates to Retail, Office, Medical and Industrial property types. The Leasing Associate must have a current Texas Real Estate Salesperson or Brokerage license.

### **Responsibilities include, but not limited to:**

- Develop a client base that generates a qualifiable and sustainable number of referrals and leads that produces income for the Associate, Team and Company.
- Draft leasing forms including but not limited to Letters of Intent (LOI's), Leases, Lease Abstracts, Commission Agreements, Tenant Representation Agreements, Co-Broker Agreements, Referral Agreements, Listing Agreements and other related Leasing Documents,.
- Prospect for and negotiate exclusive tenant representation agreements with local, regional, and national tenants.
- Prospect for and negotiate exclusive landlord representation agreements with property owners, landlords, and other brokers (co-broker agreements).
- Effectively present prospects and prospects financial documents (i.e. bank statement, financial statement, etc.) business plans, available financing, and letters of intent to lenders, directors, owners/landlords and any other party as necessary.
- Interface with clients and prospects to successfully define the parameters, lease terms, and limitations surrounding a possible lease, listing and related agreements.
- Provide existing and prospective clients with current industry and market specific information as it relates to their business and investments.
- Assist in the marketing of each assigned retail/office/medical/industrial property and ensure accurate and timely updates are made to all collateral, websites, etc. as necessary.
- Draft and Prepare responses to RFPs/SFO's in an efficient, professional, and timely manner.

- During any and all showings, tours, etc. with prospects and clients for managed and non-managed properties, Associated shall be cognizant of any maintenance, repairs, lighting, and overall appearances of properties to ensure listings are being maintained and make appropriate recommendations to maintenance director and/or property manager.
- Have on-going communications with existing tenant database to discuss local expansion, relocation, and outside market expansion and track through Oldham Goodwin's CRM lease expiration dates, future plans, etc.
- Analyze prospective lease terms and financial information by entering into Argus software to determine the long term profitability of a potential lease.
- Conduct local and sub-market analysis for existing inventory and competitive properties to ensure accurate marketing and competitive pricing with regards to market rent, tenant improvements, rental abatement, etc.
- Utilize marketing websites and web based marketing avenues such as loopnet, costar, constant contact, etc., to advertise and promote assigned properties to the brokerage community and end users.
- Conduct credit checks, collect pertinent financial information, and perform necessary due diligence on prospective tenants and compile to present to appropriate parties.
- Willingness to be involved in community functions, committees and actively network with local business owners and prospective landlords and tenants.
- Compile, update, and maintain a network of local, regional, and national brokers and end users to send lease updates, flyers, etc.
- Attend conventions, trade shows, etc. (including ICSC Las Vegas and ICSC San Antonio) to meet with regional and national tenants to prospect and stay abreast of current market trends, specifically as it relates to leasing.
- Attend weekly leasing department staff meetings to discuss prospects, properties and share ideas with Team.
- Compile and present monthly leasing activity reports for managed and non-managed properties for owners and landlords or as directed by Property Manager.
- Ensure the preservation of existing Tenant, Landlord and other Client relationships while promoting other company services, when applicable, related to sales, development and management.
- Ensure that the highest quality of communication is performed with Tenants, Landlords and Clients through monthly emails, phone calls, and hard copy deliverables indicating our efforts to date for our services.
- Collaborate with Property Manager and Coordinator to forecast quarterly, semi-annual and annual leasing goals for department and agents.

**Qualifications**

- BA or BS from a four-year college or university required. Master's degree preferred.
- Texas Real Estate Salesperson or Broker's License required.
- A minimum of two (2) years comprehensive experience in commercial real estate or a related field, or equivalent combination of education and experience, sufficient to perform the essential functions of the job.