



**Current Opening**  
**Lease Administrator**  
**Job Closes: 08/06/2024 @ 5:00pm**

**Must submit a completed job application & resume to be considered for this position.**

[www.portcw.com](http://www.portcw.com) / [jen@portcw.com](mailto:jen@portcw.com)

**Title:** Lease Administrator  
**Reports To:** Director of Business Development & Real Estate  
**Classification:** Non-Exempt  
**Wage Range:** \$24.66– \$31.16 Hourly /Annual \$51,295.80 - \$64,814.30  
**Schedule:** Monday – Friday hours 8:00 am – 5:00 pm.

**Benefits:**

- Full Family Medical/Dental Insurance Premium Paid by Employer
- Life Insurance Premium Paid by Employer
- LTD Insurance Paid by Employer
- WA State PERS Retirement Paid by Employer
- Accrue 8 hours of Vacation/ 8 hours of Sick leave at the end of every month.
- 12 Employer Paid Holidays a Year
- 3 Floating Holiday Days
- Wellness Benefit \$35 Month (up to \$420 per year) Deposited into a VEBA account.

**\*\*1 Year Probationary Period\*\***

**JOB DESCRIPTION**

The Port of Camas-Washougal believes that each employee makes a significant contribution to the port's success and that contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer services wherever and whenever necessary to ensure the success of the port's endeavors.

### **General Position Summary:**

In the leasing administrator role, you will assist the Director of Business Development and Real Estate with leasing Industrial Park properties to prospective clients. You will facilitate the delivery of important documents to clients and upper management. The leasing administrator is a key participant on the Port's Real Estate Team and administrates the Port's leasing portfolio, which includes buildings and land. The Leasing Administrator assists with tenant relations and manages the administrative and promotional elements of the Port's real estate program.

### **Essential Functions/Major Responsibilities:**

- Assists the Director of Business Development and Real Estate with lease renewals, terminations, and new leases.
- Assists the Director of Business Development with outreach. Including attending, assisting, and coordinating events such as the Port's annual industrial park forum.
- Accompany as available for tenant site visits and compliance.
- Maintain and update industrial real estate database and files.
- Manage tenant insurance and lease renewals annually.

### **Property Management (30%):**

- Assist with tenant compliance regarding property management matters and coordinate communication with appropriate internal and external personnel.
- Coordinate timely and appropriate communication and action for site visits with appropriate personnel and tenants
- Act as secondary point of contact for Port tenants and prospective tenants.
- Proactively communicate with other Port staff on leasing matters and tenant-related concerns with a goal to solve problems and facilitate positive outcomes efficiently.

### **Lease Administration (70%)**

- Produce and maintain lease documents with support and in coordination with the Director of Business Development.
- Prepare leases, lease amendments, terminations, tenant correspondence, and other lease or tenant-related documents.
- Coordinate all lease administration compliance functions, including but not limited to insurance, rent schedules, percentage rents, and lease terms for land and facilities leases for industrial real estate tenants.
- Maintain critical and timely communication with supervisor, tenants, and accounting personnel related to real estate contracts.
- Generate customer letters for rate increases.
- Assist with annual review and implementation of pricing and rate changes.
- Prepare written and verbal notices to customers
- Responsible for finalizing and coordinating lease documentation, including correspondence and internal approval processes related to lease revisions, amendments, rent revisions,

terminations, and lease memoranda, and coordinating internal and external communication related to leases as appropriate or directed.

- Maintain electronic/paper tenant lease database and lease administration records/files
- Perform lease administration customer service functions with tenants.

**Secondary Functions:**

- Coordinates promotional events, including location, room preparation, handouts, and refreshments.
- Back up to the front counter on occasion.
- Other duties as required.

**Job Scope & Authority:**

The work varies and is straightforward in nature. Decisions are made according to organization policy. The incumbent operates with moderate supervision, and some work is reviewed by a coworker or supervisor.

The incumbent has no budgetary authority or responsibility and makes informal recommendations regarding operational planning.

**Supervisory Responsibility:**

The position has no supervisory responsibilities.

**Interpersonal Contacts & Skills:**

Communication may be face-to-face, electronic, or over the phone, with individuals both within and outside the organization, and may involve challenging situations, including confidential or sensitive information.

**Specific Job Skills:**

- Ability to communicate effectively verbally and in writing in English.
- Excellent knowledge of and ability to use Microsoft Office Suite, particularly Microsoft Excel.
- Ability to use computers and software appropriate for the job and job responsibilities.
- Ability to effectively interact with the public in person and on the telephone.
- Ability to negotiate and use persuasion.
- Ability to make independent decisions and use discretion.
- Critical thinking/problem-solving skills.
- Intermediate math skills, including addition, subtraction, multiplication, and division, with some analysis and manipulation.
- Ability to lift/move up to 20 pounds.

## **Competencies:**

- **Analytical skills** - collects and researches data; uses experience to complement data; designs works flows and procedures.
- **Problem-solving skills** - identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **Technical skills** - assesses own strengths and weaknesses; pursues training and development opportunities; strives to build knowledge and skills continuously; shares expertise with others.
- **Customer service skills** - manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.
- **Interpersonal skills** - focuses on solving conflict not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral communication skills** - speaks clearly and persuasively in positive and negative situations; listens carefully and sincerely considers the ideas of others; respects diverse opinions; responds well to questions; shares information and encourages openness in communications.
- **Written communication skills** - writes clearly and informatively; able to read and interpret written information.
- **Teamwork skills** - balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.
- **Diversity** - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- **Organizational support** - follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- **Strategic Thinking** - Develops strategies to achieve organizational goals.
- **Judgment** - Displays willingness to make decisions; includes appropriate people in the decision-making process; makes timely decisions.
- **Motivation** - Sets and achieves challenging goals.
- **Professionalism** - approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- **Initiative** - Undertakes self-development activities; asks for and offers help when needed.
- **Innovation** - Meets challenges with resourcefulness; generates suggestions for improving work.
- **Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

**Education and/or Experience:**

**Formal Education:** Two-year degree or equivalent in real estate, business, legal, finance, or related field. Additional experience can be substituted.

**Work Experience:** Three (3) years minimum in real estate, business management, and/or legal fields.

**Job Conditions:**

Work generally takes place in a climate-controlled office environment during normal office hours, with occasional evening meetings