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# Example of Lease Administrator Job Description

Our innovative and growing company is looking to fill the role of lease administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for lease administrator

* Responsible for monitoring existing accounts
* Support RM (Relationship Manager-Sales) to go through KYC (Know Your Customer) Procedures in support of regulatory compliance
* Obtain and provide lien/tax/suit/judgement/bankruptcy searches and reviews and advise credit of any findings
* Process and track all lease related documents in a timely fashion as required
* Process lease abstracts within 10 days of execution
* Resolve lease violation claims by Landlords
* Assist in the interpretation of lease points for Finance, Construction, and Operations as requested
* Maintain and update various critical date reports such as co-tenancy monitoring
* Review, process, and track estoppels and Subordination Non Disturbance Agreements (SNDAs)
* Bending at the waist, and kneeling or crouching to retrieve files from cabinets and shelves

## Qualifications for lease administrator

* Seeing to read and assure accuracy of financial and records and reports
* Associates degree + in relevant area of study and/or equivalent experience
* Minimum of two years’ experience in a fast paced, detail orientated and team environment
* Chinese and Engish speaking
* Abilty to read Chinese mandatory
* Ability to read Japanese a plus