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# Example of Leasing Manager Job Description

Our company is growing rapidly and is looking to fill the role of leasing manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for leasing manager

* Manages budget processes by overseeing the revenue collection of leased space, coordinating expense spending, and assisting in annual budget preparation for the assigned workload
* Responds and resolves requests from tenants and landlords relating to lease or occupancy questions
* Responds to and resolves customer questions and concerns
* Favorably negotiate and execute Kiosk lease agreements with retailers to achieve the center’s Kiosk Leasing budget
* Be able to develop and execute a center-specific merchandising strategy that supports local business development with timely and relevant concepts that offer a point of differentiation for leasing manager’s assigned centers
* Work with 3rd Party Design and Fabrication firms in the development and approval of kiosk designs and fit-outs
* Remain current on retail trends in the shopping center including entertainment, gifts, technology, service, and food categories
* Be the common area Mall Retail expert and be able to represent the business at all internal and external business meetings and functions
* Complete involvement and follow-through in the lease negotiation deal process with lease administration, design and tenant coordination to ensure smooth deal-flow process
* Ability to read and interpret financial statements, business plans and internal reports and measures

## Qualifications for leasing manager

* A minimum of 1 - 3 years' leasing or other property management experience is required
* Lease-up experience is strongly preferred
* Knowledge of Yardi and Entrata is required
* Current Utah Real Estate License
* Three years of commercial real estate experience
* Experience with real estate leasing and management of real estate buildings