Example of Estate Administrator Job Description

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Our innovative and growing company is looking for an estate 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 estate administrator

- Responsible for accurately uploading and entering legal documents into Pro-Lease database and review, and revise various types of transactional agreements in connection with real estate management and leasing
- Work with Facilities and Landlords on obtaining Landlord approvals for signage
- Negotiate extensions for existing Locations
- Candidate must be able to demonstrate professional integrity, attention to detail, and exercise good judgment in handling sensitive information
- A professional image, excellent communication and strong organizational skills are required
- The qualified candidate must be detail-oriented, a self-starter, who is extremely responsible, dependable, highly motivated, able to work in a fast-paced and time sensitive environment, possess a “can do” work attitude and be a team player
- Successful candidate must be able to work collaboratively with multiple people within the company, landlords and real estate brokers
- This position requires an individual who is able to demonstrate a breadth of knowledge of commercial real estate concepts and terms
- Administer external and internal contracts in the specific IT tool
- Provide periodic reporting of all contract management activities (Space, vacancy etc)

- As required, provides training to new employees, assist others and back/up relief to other positions
- 2-10 years of Administrative support experience required, preferably in a professional services environment
- High School Diploma required with Bachelor's Degree preferred
- Strong aptitude for learning new software in support of varying operations required
- Excellent communication skills, excellent organizational skills and attendance record required
- Proficiency in QuickBooks is preferred