



# Example of Leasing Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of leasing coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for leasing coordinator

- Ensures that all signed lease documents and vendor invoices have been received and reviewed before billing
- Reviews data in the billing system and compares to lease documents, before submitting lease transaction for billing
- Prepares customized schedules for clients as required
- Monitors credit approval expiration and requests extensions if necessary
- Updates internal database(s) that are used to track status of lease transactions
- Monitors order and inventory backlogs to make sure transactions are being processed in a timely manner
- Maintains customer account and contact information in company systems to ensure that they are up to date
- Provides backup to other TCs as requested
- Assists with special projects that may be assigned by Leasing Support Manager
- Tertiary qualification in related/ construction/ property discipline (not mandatory but preferred)

## Qualifications for leasing coordinator

- Majority of duties performed indoors
- Must be detail-oriented and enjoy a fast-paced environment
- Must be self-directed and also able to work on a team

- Minimum of 2 years of experience in a professional, administrative role required