



Example of Leasing Specialist Job Description

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Our company is hiring for a leasing specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for leasing specialist

- Prepare and obtain full signature on lease package documents
- Clear all title issues (including drafting and recording MOL's and SNDA's)
- Draft, negotiate and follow through to execution on new lease agreements, easements, right of way agreements with new Landlords
- Provide guidance and direction to site specific leasing issues
- Mentor and train Leasing Specialists
- Thorough knowledge of applicable credit policies and approval processes for assigned product(s), applicable laws and regulatory requirements

Qualifications for leasing specialist

- Willingness to adapt to a highspeed pace
- Ability to manage average handle time
- Experience with financial transactions HIGHLY preferred
- Considerable knowledge of applicable credit policies and approval processes for assigned product(s), applicable laws and regulatory requirements
- Six to eight years of experience in leasing or other financial operations activities
- One to two years of experience in leasing or other financial operations activities