



An Equal Opportunity Employer

DIVISION: AyZar Commercial

POSITION: Assistant Leasing Coordinator

JOB DESCRIPTION

AYZAR INC. is a growing full-service commercial development company in need of an aggressive, technology-savvy Leasing Coordinator, reporting to Real Estate Manager.

- Employee will assist Real Estate Manager in all aspects of leasing activities:
 - Creating and updating marketing brochures.
 - Creating databases, as directed.
 - Generating initial prospect interest based on requirements.
 - Taking initial inquiries and providing requested information.
 - Preparing lease documents and all exhibits based on negotiated LOIs and updating as needed.
 - Compiling final owner's package.
 - Working with the property management, construction, and design divisions to transition over for tenant occupancy upon lease finalization.

QUALIFICATIONS

Required:

- 2 years combined experience in commercial leasing
- Minimum AA degree
- Familiarity with Adobe design software (Photoshop, InDesign, etc.)
- Effective organizational, leadership and communication skills
- Tech savvy

Preferred:

- Real estate license
- Bachelor's degree in business, real estate, finance, or comparable degree

SALARY: Negotiable (Salary + Commission)