

## **LEASING REPRESENTATIVE - LIVONIA**

Schostak Brothers & Company, Inc. is in search of a **Leasing Representative** for our Livonia, Michigan location. Schostak currently operates commercial properties in 24 states as a full-service real estate development, management, leasing and consulting company.

### **POSITION SUMMARY:**

To develop and maintain a pipeline of new tenant activity and manage all lease renewal activity for assigned centers including the ability to directly contact prospective tenants to negotiate the execution of final lease documents. Maintain and develop relationships with local, regional and national tenants. Accept any special projects or request from the EVP/COO or the Director of Leasing.

### **CORE PURPOSE:**

Responsible for leasing all space in assigned portfolio, which includes but is not limited to the following:

- Comprehensively canvas for prospective new tenants, including cold calling, networking and other marketing such as email blasts, etc. and all necessary follow up
- Research of competitive market demographics and consumer demographics along with competitive property analysis at least two updates per year.
- Negotiate letters of intent and leases
- Manage attorney involvement and follow up
- Maintain strong tenant and broker relationships
- Respond to all incoming leasing inquiries to capture opportunities
- Report leasing activity in MRI as required
- Stay abreast of in depth market knowledge of the latest trends in food and shopping for the local market

### **ADDITIONAL RESPONSIBILITIES:**

- Assist with developing and executing approved marketing plans and strategies
- Develops and responds to business proposals
- Creates letters, reports and type-written communications for distribution to Director of Leasing and EVP/COO
- Articulate both verbally, written and via email
- Negotiate both face to face and via phone
- Understand various market conditions that affect individual markets
- Review documents that pertain to existing tenants
- Work as part team atmosphere
- Travel when needed to canvas markets and attend designated industry trade shows

### **SUPERVISORY RESPONSIBILITIES:**

Directly supervises one employee – Leasing administrative assistant

### **EDUCATION and or EXPERIENCE:**

Bachelor's degree or equivalent (Preferred)

Seven (7) years real estate marketing experience (Experience will dictate level of responsibility assigned to representative by Director of Leasing)

### **OTHER SKILLS and ABILITIES:**

Microsoft software (Word, Excel, PowerPoint; Access; MRI)

Schostak Brothers and Company (SBCI) offers a full benefits package including health, dental, vision, 401k, life insurance, shorts and long term disability, vacation, personal and sick time off. For more information, visit [www.schostak.com](http://www.schostak.com)