



JOB DESCRIPTION

Title: LEASING DIRECTOR

Location: Austin, TX

ROLE SUMMARY/PURPOSE

Execute the marketing and leasing strategy for commercial real estate properties. Responsible for overseeing the entire leasing process (start to finish) from generating initial prospect interest through qualification, lease negotiation and document execution. Manages and supervises assigned support team and third-party brokers.

ESSENTIAL FUNCTIONS/TASKS

Assists the Portfolio and/or Regional Manager in the overall marketing and leasing of a select group of commercial properties as follows:

- Execute the marketing and leasing strategy. Make recommendations and assist in the coordination of property improvements designed to supplement the leasing process.
- Maintain company and property visibility with the local brokerage and prospect community to maximize property exposure to the marketplace.
- Stay abreast of comparable properties, their pricing and competitive positions, to maximize occupancy and financial performance of company properties relative to the competition.
- Assist in and help expedite the space planning process and tenant improvement process to maximize "speed to lease".
- Budget expected property rental rates and leasing costs (TI's and commissions) and continually evaluate leasing and pricing performance against budgeted expectations.
- Prepare and review with the Senior Leasing Director, Portfolio and/or Regional Manager weekly leasing status and "pipeline" reports, as required.

LEASING ACTIVITIES:

- Screen incoming leasing inquiries and broker calls. Supply property information, show (tour) lease space, and quote lease rates. Qualify lease prospects. Track leasing prospects.
- Negotiate leases, renewals, and expansions. Prepare lease documents.
- Negotiate tenant improvement allowances and coordinate completion of improvements.
- Update and maintain Weekly Leasing Activity and prospect tracking "traffic" reports, as requested.
- Coordinate space planning and construction documents for prospective tenants.
- Develop and implement broker incentives to drive occupancy.
- Complete Competitive Property Surveys.
- Pre-lease or sub-lease tenant spaces, as required.

MARKETING ACTIVITIES:

- Develop marketing materials such as flyers, brochures and mailers and update as necessary.
- Coordinate property and suite specific signage.
- Plan, coordinate and execute marketing and promotional events, open houses, etc.
- Participate in industry organizations and local civic events to network with brokers, peers, competitors and leasing prospects.

QUALIFICATIONS/REQUIREMENTS

Basic Qualifications

- A four year college degree is required.
- A minimum of 3 years of Property Leasing and marketing experience is required.
- Minimum 3 years experience working with Property Leasing team.
- Knowledge and understanding of the commercial leasing process
- Knowledge and understanding of the space planning and tenant improvement process.
- Computer literate on spreadsheets, word processing and web-based marketing.

Eligibility Requirements

- Must be willing to submit to a background investigation
- Must have unrestricted work authorization to work in the United States
- Must have valid driver's license.
- Must be willing to travel at least twice a year for training.
- Must be willing to work overtime and on weekends with short notice.
- Must have reliable transportation.

Additional Eligibility Requirements

This position requires extensive business related driving throughout the Austin, TX area. A good DMV driving record is required and PS Business Parks will conduct a criminal background check. Job related criminal convictions, especially for alcohol or drug related driving under the influence (DUI) will be considered in making a decision about suitability for the position and may require disqualification.

DESIRED CHARACTERISTICS

Licenses/Certifications

- Real Estate License is desired.

Management Skills

- Ability to handle multiple tasks. Coordinate, manage and communicate efficiently and effectively.
- Effective verbal and written communication skills.
- Strong organizational skills and ability to remain composed and flexible.
- Trustworthy and dependable.
- Self-motivated, creative and resourceful.
- Professional presence and appearance.
- Knowledge and understanding of real estate law finance, accounting practices and procedures.

Operating Skills

- Good math and analytical skills.
- Basic understanding of construction methods.
- Strong organizational and administrative skills.

QUALIFICATIONS/REQUIREMENTS

To be considered:

All qualified applicants are welcome to apply by submitting their resume and salary history to:
bpcareers@psbp.com

Please note job code: 2010014 - LDTX

We are an Equal Opportunity Employer.

ABOUT US

PS Business Parks, Inc. (NYSE PSB) is a publicly traded full service real estate company with expertise in leasing, property management, acquisition and development. As of June 2010 the Company owned and operated approximately 20.7 million rentable square feet of commercial space located in eight states: Arizona, California, Florida, Maryland, Oregon, Texas, Virginia, and Washington. The Company also manages approximately 1.4 million rentable square feet on behalf of Public Storage, Inc. and its affiliated entities.