



JOB DESCRIPTION

Title: Lease Administration Clerk

Location: Glendale, CA

ROLE SUMMARY/PURPOSE

Under the general supervision of the Lease Administration Manager, provides a wide variety of administrative support.

ESSENTIAL FUNCTIONS/TASKS

- Provide expertise direction and support to ensure timely and accurate lease interpretation and input
- Interpret lease agreement language
- Transfer data into system database and provide reconciliations
- Review and verify lease documents and abstracts
- Participates in team meetings
- Analysis, maintenance and updating of
- Perform other special projects and duties as required by Lease Administration Manager

QUALIFICATIONS/REQUIREMENTS

Basic Qualifications

- Bachelor's degree in Business Administration or a related degree.
- One to three years of experience in a similar role.
- PC literacy – MS Word, Excel, PowerPoint, - speed and quality of work imperative
- Must be able to work well under pressure and in tight time constraints

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.

DESIRED CHARACTERISTICS

- Excellent organizational and follow-up skills, ability to manage multiple assignments
- Strong written and verbal communication skills and proofreading skills with a high level of attention to detail
- Self-starter, high level of motivation, integrity and ability to work independently
- Experience using Yardi, a plus
- Professional approach, proven good judgment, creative problem solving
- Ability to adapt to changing responsibilities
- Excellent interpersonal skills; positive attitude
- Strong team player

QUALIFICATIONS/REQUIREMENTS

To be considered:

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

Please note job code: 2010017 - LACCA

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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 20.1 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.