



JOB DESCRIPTION

Title: ASSISTANT LEASING DIRECTOR

Location: Rockville, MD

ROLE SUMMARY/PURPOSE

Under the general supervision of the Leasing Director, the Assistant Leasing Director's primary responsibility is to support the Leasing Director in all phases of the marketing and leasing of a select group of properties, including but not limited to, general administration, marketing and lease administration.

ESSENTIAL FUNCTIONS/TASKS

Assists the Leasing Director in the overall marketing and leasing of a select group of commercial properties as follows:

- Screen incoming leasing inquiries and broker calls. Supply property information, transmit messages and assist callers. Initiate qualification of lease prospects. Complete prospect sheet when prospective tenants call.
- Prepare proposals to lease under the terms outlined by the Leasing Director.
- Prepare lease documents.
- Update and maintain Weekly Leasing Activity Reports.
- Update and maintain Tenant Improvement Reports.
- UPDATE and DISTRIBUTE AVAILABILITY REPORTS:
 - Produce property fliers and marketing materials.
 - Distribute monthly via fax, mailer, and email, as directed.
- BROKER MAILERS:
 - Produce materials.
 - Distribute as needed
 - Maintain current Broker information.
- COMPETITION SURVEYS:
 - Gather information on competing properties.
 - Produce reports in directed formats.
 - Update quarterly.
- Show available space to brokers and prospects, when necessary.
- Evaluate prospective tenants including, but not limited to collecting credit reports – obtaining Articles of Incorporation – Financial Statements, etc.
- Prepare leasing correspondence and other documentation as needed.
- Prepare Lease Input Sheets and supporting documentation as needed. Forward to Lease input and ensure lease is input into system.
- Other miscellaneous office tasks as required.

QUALIFICATIONS/REQUIREMENTS

Basic Qualifications

- A four year college degree is required.
- Property Leasing and marketing experience is required.
- 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 be 18 years or older
- 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 Rockville 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

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: 2010011 - ALDMD

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 20.1 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.