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## **JOB DESCRIPTION**

**Job Title**        **Director, Leasing**

**Company**        **AMB Property Corporation**

**Department**    Operations

**Office**            East Rutherford, New Jersey

### **Position Overview**

The Director, Leasing will be responsible for leasing, marketing, and developing our industrial real estate portfolio in the New Jersey region. Ideal candidate will have at minimum 5 years experience in leasing, brokerage, and/or asset management, preferably in industrial real estate.

### **Major Responsibilities**

#### Leasing

- Accountable for leasing a portfolio of industrial buildings located in the New Jersey market and achieving superior occupancy and operating results. Apply an energetic, entrepreneurial and proactive approach to maximize the value of the portfolio.
- Management of the Leasing Process – negotiation, review of lease documents.
- Proposals, new leases, renewals/extensions/expansions, amendments, license agreements, co-brokerage agreements;
- Coordination, collection, analysis and evaluation of relevant information in the lease process, including tenant use and credit, tenant/building improvement scope and cost estimates.
- Effective interaction and communication with prospective and existing tenants, brokers (tenant and landlord representatives), property managers, operations analyst, general contractors, and attorneys.
- Develop an in-depth understanding of our tenants -- their business, strategies, customers, and trends that impact their need for space.
- Post-lease execution follow-up on delivery of space to new and renewing tenants, ensuring that tenant improvements are delivered on time and within financial budget.
- Proactive management and monitoring of lease expiration roll.
- Administration/Processing
- Lease Processing Oversight – Lease process checklists, delivery of security deposits, insurance certificates, environmental checklists, etc.
- Lease file maintenance
- Landlord Brokerage Management – regular meetings with landlord representatives, lease activity updates, strategy formulations and action plans.



### Marketing

- Market Knowledge – In-depth understanding of market dynamics, real estate competition, location, product, rental rates, and supply and demand within each applicable sub-market.
- Market Presence – Become known and respected as an expert in the applicable submarkets. Join appropriate local ownership/brokerage organizations and participate in appropriate ongoing organizational and community events. Meet/correspond with important industry players (owners, brokers, politicians, contractors, vendors, industry experts, analysts, etc.) to promote the AMB strategy and brand.
- Marketing Program – Assist with development and implementation of New Jersey marketing program, including advertising, meetings, roundtables, appreciation and industry events.
- Branding/Signage – Implement AMB branding and signage program throughout the entire leasing process (marketing flyers, vacant space signs, site plans, building signage, etc.).

### Planning/Reporting

- Annual and quarterly budgeting and reforecasting.
- Quarterly Market Summary support and preparation.
- Provide reporting, market and other relevant information to various internal practice groups, including Acquisitions, Development, Dispositions, Capital Partners, and Valuations.

### Tenant Relations

- Create, maintain, grow and foster quality relationships with existing and prospective tenants. Be responsible for all aspects of local customer relationships, including the assurance of customer satisfaction. Develop an in-depth understanding of our tenants -- their business, strategies, customers, and trends that impact their need for space.
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### Broker Relations

- Create, maintain, grow and foster quality relationships specifically with our valued partner brokerage relationships and in general with the greater brokerage community.

### Business Development

- Identify, seek out, and support acquisition and development opportunities and interface with and support the acquisition and development groups' pipeline and existing project activities. Leverage relationships with brokerage community and targeted national and global customers to create acquisition and development opportunities.



### **Education/Experience**

- 5+ years minimum of experience in leasing, brokerage, and/or asset management field and related business experience in connection with the sourcing, negotiation, and execution of commercial leases/contracts.
- Enthusiastic and positive attitude, with a sense of humor.
- Good team player, strong initiative and customer service oriented.
- Detail orientated with strong organizational skills.
- Excellent written and verbal communication skills.
- Ability to interact with co-workers and other divisions in a professional and collegial manner.
- Ability to effectively interact with external parties.
- Ability to work well under pressure and meet deadlines.
- Ability to exercise discretion when dealing with confidential information.
- Computer Proficiency: MS Word, MS Excel, MS Outlook.

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