

Leasing Associate

Cambridge is seeking a self motivated, outgoing, and organized individual with a desire to pursue a career in commercial real estate.

Skills and Experience:

- 1-3 years of experience in the leasing field preferred
- Working knowledge of commercial real estate preferred
- Existing real estate license or ability to timely obtain (MD & VA)
- 4 year college degree
- Proficient in Microsoft Office, specifically including Excel, Word, PowerPoint and Outlook
- Ability to work in a dynamic environment

Skills And Responsibilities To Be Developed Include:

- Assist senior team members in the development of marketing strategies for respective properties
- Develop modify and disseminate marketing materials
- Prepare market reports, prospective tenant lists, and lease comps for select submarkets
- Market to and canvass brokers and tenants in select submarkets
- Conduct tours of listed properties with prospective tenants
- Prepare, review and provide financial analysis of proposals/LOI's on behalf of company clients
- Coordinate and attend space plan meetings
- Review and coordinate pricing of tenant's plan with general contractor(s)
- Prepare and negotiate commercial leases
- Monitor construction progress and ensure effective communication between tenant, property manager, contractor(s) and landlord
- Establish rapport with tenants and monitor lease expirations
- Assist in the preparation of monthly, quarterly and annual reports/budgets required by clients

Compensation/Benefits:

We reward hard work and dedication by offering a competitive salary + commission, and opportunities for growth. In addition, employees enjoy a fully comprehensive benefits package including health, dental, vision, long term disability and 401(k). We are an equal opportunity employer and offer a drug free work environment.

Please respond in writing with your resume and salary requirements to Stephanie Tavenner at stavenner@cambridgeus.com.