

JOB TITLE: Leasing Associate | **REPORTS TO:** Katie Mealka, Leasing Specialist | **STATUS:** Full-time salary position

Dedication, entrepreneurship and creativity define Linville Team Partners, a commercial real estate brokerage firm serving the Piedmont Triad and surrounding regions. At LTP, we pride ourselves on the fun-loving, innovation-seeking, partner-driven culture we have created that encourages teamwork, promotes detail-oriented service for our clients, and distinguishes us among other companies in our industry. Our culture is what drives everyone in our office and it is also what defines us as an employer.

We are currently seeking a Leasing Specialist who will play a vital role in helping serve a corporate partner's growing business. This person will lead the initiative of qualifying tenants, assisting with showings, and communicating with landlords and tenants. Our ideal candidate is highly detailed and self-motivated with a high level of follow through.

At LTP we place a high value on several intangibles that will make for a successful member of our team including self-motivation, attention to detail, and a passion for delivering the highest quality work in every aspect of our company. We take pride in the culture we have built and love going to work every day in a fun and fast-paced office.

Key Roles & Responsibilities:

- Prequalifying tenant prospects and inbound leads
- Tracking landlord communication (e.g. maintaining frequent communication, updating landlords on showings, activity, etc.)
- Coordinate with marketing team during preparation of marketing packages including writing executive summaries, photography, aerials, market data, and pertinent property/financial analysis
- Assist team with property tours and be knowledgeable on deal specifics
- Continuing real estate education including participation in industry conferences
- Assisting with drafting representation docs (WWREA disclosure, Tenant Representation Agreements, etc.) and Letters of Intent
- Conducting property searches for tenant needs
- Develop proficiency with our customer relationship management (CRM) software, ReThink, and continually develop and grow your database
- Inputting completed lease information in ReThink and tracking renewals

Candidate Requirements:

- Must already have their NC Real Estate License or be in the process of obtaining
- Strong preference to candidates with 1-3 years real estate experience (commercial or residential)
- Go-getter mentality, highly self-motivated with a high degree of follow-up
- Basic knowledge of financial terms and principles including strong math/analytical skills and proficiency in Excel
- Analytically minded and detail-oriented
- Strong computer and Internet research skills
- Preference given to those with experience working with a CRM (Salesforce, ReThink, Apto, ClientLook, etc.)
- Spanish fluency preferred

This opportunity is not a phone, a desk, and a "good luck" – we are offering the opportunity for you to learn and develop your business through mentorship, training, and hustle. If you are looking to work hard in a fun and entrepreneurial work environment in downtown Winston-Salem, this may be the opportunity for you. Learn more about LTP at www.LTPcommercial.com.

This is a full time position: 8:30-5:30, Monday-Friday. Please email resumes to Meg Horvat (Meg@LTPcommercial.com).