



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

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Job Title

Lease Administrator

Location

Remote

Client

Undisclosed

Job Summary

We are seeking an experienced Lease Administrator to join our team and support lease management operations. This role requires strong attention to detail, excellent communication skills in English, and prior experience with lease abstracting and administration in commercial real estate (CRE) environments.

The Lease Administrator is responsible for creating, maintaining and reporting on all lease records in the commercial management module of the Yardi accounting system. Lease types include commercial leases: office, retail, condo associations and warehouse buildings, and out-parcels.

Responsibilities

- Review, abstract, and manage lease agreements across retail, office, and industrial properties.
- Maintain accurate records of lease terms, conditions, and obligations.
- Ensure timely updates and data entry of lease information into internal systems.
- Coordinate with internal stakeholders and external parties to support lease management processes.
- Prepare reports and documentation as required.
- Support general lease management tasks to ensure compliance and efficiency.

Qualification

- Prior experience as a Lease Administrator, preferably within a CRE firm (e.g., JLL, Colliers, etc.).
- Background in retail, office, or industrial lease abstracting and management.
- English proficiency
- Proficiency in working with lease documents, contracts, and legal terminology.
- Strong organizational and communication skills.
- Yardi experience is a plus, but not required

Apply to this position

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