

**INTERCONTINENTAL**

***Position Description***

**TITLE: Lease and Data Administrator**  
**REPORTS TO: Senior Director, ESG & Portfolio Operations**

**DATE: January 4<sup>th</sup>, 2023**  
**FLSA: Exempt**

Intercontinental Real Estate Corp. is headquartered in Boston, MA and manages a portfolio in excess of \$15 billion for its clients. Its flagship fund, U.S. Real Estate Investment Fund (US REIF), is an open-ended, fully discretionary, commingled fund that is diversified both by property type and by geography. Fund strategies actively seek opportunities to invest in both Core and Core-Plus properties and development projects.

**JOB PURPOSE:** The Lease and Data Administrator will be responsible for coordinating and auditing lease and loan information, as well as other pertinent data points within various software's and channels. In addition, this successful individual will be responsible for working collaboratively with each department at the firm in various capacities. The ideal team member will be detail oriented, innovative, and value timeliness in a highly invocative environment.

**DUTIES AND RESPONSIBILITIES:**

Lease Administration:

- Work with the appropriate teams to manage and ensure data for all leases is entered accurately into accounting software system, Yardi, and BI software database.
- Continuously update existing lease abstract template and provide directions to property managers as necessary
- Audit existing data for quality control on a reoccurring basis.
- Identify problems associated with data collection, data integrity and report generation; provide appropriate solutions.
- Review data for errors and investigate definitions to verify data accuracy.
- Aid in the quarterly reporting process as required by Portfolio Management and Compliance (including but not limited to: NAICS Code, SF, Occ %, Publicly Traded records, Stock Symbol. Etc)
- Tracking and maintaining accurate tenant lists and lease clauses.

Vendor Management:

- Vendor onboarding process and data entering into.
- Aid in annual vendor risk audits.
- Work alongside Compliance, Asset Management, IT, and Portfolio Operations.

Loan Administration:

- Abstract and audit loan information where applicable.
- Coordinate and track loan data within BI software and internal spreadsheets.

User Management:

- Manage user access and credentials for various programs (including Kardin, Yardi, Insurance Portal, BI software, Vendor Management Software, etc.)

**QUALIFICATIONS:**

- 2-4 years of experience in the real estate field, or related industry
- Proficient in all Microsoft programs
- Attentive to details
- Strong Project Management skills
- Experience reading or interpreting real estate leases and legal documents
- Yardi experience a plus
- Experience with BI software a plus

**Approval and Effective Dates:**

Date: \_\_\_\_\_

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David Carella, CFO

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Paul Nasser, President