



JOB TITLE: Junior Leasing Agent
CLASSIFICATION: Exempt
REPORTS TO: Senior Commercial Leasing Agent

POSITION SUMMARY:

The purpose of the Junior Leasing Agent position is to assist their assigned Senior Leasing Agent and to lease properties managed by MIMCO, Inc., as supervised by the assigned Senior Leasing Agent. The Junior Leasing Agent will present and lease properties to prospective lessees. The goal is to scout potential clients, turn them into actual ones and achieve high occupancy rates.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions of this position include being able to:

- Assist Senior Leasing Agent in assigned tasks.
- Screen incoming leasing inquiries and broker calls. Supply property information, show (tour) available space, and quote lease rates.
- Cold call targeted tenants, qualify lease prospects and track leasing prospects.
- Prepare and negotiate letters of intent and leases.
- Update and maintain weekly leasing activity and prospect tracking “traffic” reports, as requested.
- Develop rapport and build relationships with new prospects by identifying, defining and providing solutions for their needs.
- Show property, respond to inquiries, negotiate deals and qualify clients.
- Work to resolve clientele issues and concerns promptly and professionally.
- Attend weekly and monthly team meetings or when requested.
- Perform all leasing responsibilities for assigned properties.
- Report all assigned property leasing activity and communicate upcoming changes to the team.
- Ensure effective and smooth handoff after signing of leases.
- Perform other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE

MINIMUM EDUCATION:

- Associate degree or equivalent combination of education or experience required (bachelor's degree preferred).

MINIMUM SKILL REQUIREMENTS:

- Must be able to multi-task; prioritize and work with minimal supervision, have strong attention to detail and excellent time management skills.
- Excellent oral and written communication skills.
- Skilled in the use of the internet, spreadsheets, relational databases, and word processing software.
- Proficient working knowledge of Microsoft Office suite (e.g., Word, Excel, PowerPoint, Outlook).
- Yardi software experience preferred.
- Strong mathematical, analytical and reasoning skills.
- Well-developed interpersonal skills.
- Self-motivated and proactive, both with respect to managing work load and personal career development.
- Ability to multi-task and prioritize work assignments to meet deadlines and job requirements.
- Abide by all company policies and procedures.
- Bilingual (English/Spanish) preferred.



ADDITIONAL REQUIREMENTS

- Ability to work flexible hours and show space.
- Must have a good driving record with a current driver's license and auto insurance.
- Must have a reliable vehicle in compliance with the law to show space.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Ability to drive in a vehicle most of the day, every day.
- Ability to walk for periods of time, bend, squat, crawl, as needed.
- Ability to climb stairs throughout the day, every day.
- Ability to lift, push and/or carry 20lbs without assistance.
- Ability to read and communicate verbally and in written form in English.

COMPENSATION AND BENEFITS

The salary for the Leasing position is commensurate with candidate experience and qualifications as determined by management of MIMCO, Inc. In addition, MIMCO, Inc. provides the following benefits to eligible employees:

- Health insurance coverage
- Health care Flexible Spending Account (FSA)
- Short- and long-term disability plan
- Leasing commission compensation
- Fuel expense provided for work-related driving
- Mobile phone provided for work use only

COMPANY OVERVIEW

MIMCO, Inc. was founded in 1972 to provide real estate investment opportunities in El Paso, Texas. With over 45 years of experience in the real estate business, our portfolio has grown to include approximately 300 properties in Texas and New Mexico.

Our shopping centers range in size from 8,000 to 230,000 square feet and office/warehouse projects from 1,200 to 196,000 square feet. MIMCO currently has over 1,700 tenants many of which have multiple locations with us. Because MIMCO only manages properties in which we have a vested interest, we take great pride and extra care to ensure that our properties are well maintained and that our property management team is responsive to our tenants' needs. This strategy has been the key to our success, as it keeps our tenants happy and oftentimes leads to new opportunities to work with them again.

MIMCO is seeking new opportunities throughout Texas and the Southwest. Whether nationally recognized or a first business, with our open and responsive approach, we make deals happen. If you need a commercial location, build-to-suit, pad site or warehouse, MIMCO is your answer!

EQUAL EMPLOYMENT OPPORTUNITY

MIMCO, Inc. is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, national origin, citizenship, age, disability or any other protected trait.