



Job description

MIMCO is seeking a highly motivated, self-starter to join its Leasing team as a **Commercial Leasing Agent** in our San Antonio office. The purpose of the Commercial Leasing Agent position is to lease commercial retail properties managed by MIMCO. The Commercial Leasing Agent will scout, identify, qualify and convert prospective leads into clients, present and lease properties to prospective lessors, with the goal of achieving high occupancy rates.

The individual in this position will receive individualized, on the job training from the Senior Vice President and the Leasing Team on commercial retail leasing best practices as well as MIMCO processes and procedures. This is a highly competitive, full-time, exempt position

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility of the **Commercial Leasing Agent** satisfactorily, including but not limited to the following:

- Proactively identify potential tenants through cold calling, emailing, networking, visiting businesses and other prospecting activities;
- Build relationships with prospective tenants by learning about and providing solutions that fit their needs;
- Reach out to targeted tenants, qualify lease prospects based on MIMCO requirements and track leasing prospects
- Screen incoming leasing inquiries and broker calls, supply property information, show (tour) available space, and quote lease rates;
- Prepare and negotiate letters of intent;
- Review and negotiate leases;
- Maintain the Weekly Leasing Activity and prospect tracking “traffic” reports, as requested;
- Work to resolve clientele issues and concerns promptly and professionally;
- Attend weekly and monthly team meetings or when requested;
- Ensure effective and smooth handoff after signing of leases to Property Management and other departments with an accurate Lease Summary Checklist; and
- Perform other duties as assigned.



JOB REQUIREMENTS AND QUALIFICATIONS:

Minimum Education:

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

Minimum Experience:

- Minimum of 1-2 years of experience in commercial real estate, a minimum of 1-2 years' experience in a leasing/sales role;

Minimum Skill Requirements:

- Excellent interpersonal skills and the ability to connect easily with people;
- Excellent verbal and written communication skills;
- Ability to multi-task, prioritize and work with minimal supervision;
- Excellent time management skills and detail-oriented;
- Self-motivated, proactive and able to succeed in a team environment;
- Strong mathematical, analytical and reasoning 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);
- Ability to show space and travel occasionally to various markets throughout Texas;
- Ability to work flexible hours;
- Possess a good driving record with valid driver's license, a reliable vehicle and current valid automobile insurance;
- Able to meet the physical demands this position requires (below)
- Yardi Voyager software experience is preferred;
- Bilingual (English/Spanish) preferred.

PHYSICAL DEMANDS

- Must be able to **drive personal vehicle most of the day**, at least several days a week.
- Must be able to **stand, walk and sit alternatively for periods of time**, as needed.



- Must be able to **lift, push, pull and/or carry 50 lbs without assistance.**
- Must be able to **climb stairs multiple times per day.**

COMPENSATION AND BENEFITS

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

- Health insurance coverage
- Dental insurance coverage
- Vision insurance coverage
- Life insurance coverage
- 401(k) plan
- 401(k) matching
- Short- and long-term disability plan
- Paid Time Off
- Flexible spending accounts
- Corporate training program to further support/develop Microsoft Office product skills
- Leasing commission compensation
- Fuel provided
- Mobile phone provided

EQUAL EMPLOYMENT OPPORTUNITY

MIMCO, LLC. 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.

COVID-19 CONSIDERATIONS

MIMCO has implemented measures according to CDC guidelines, including but not limited to: requiring face covering, body temperature and COVID-19 symptom screening for anyone entering the building, hand sanitizing/washing, and maintaining social distance.