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Broll Property Group Internship 2026/2027 For Lease Administrator

Hiring organization
Broll Property Group

Employment Type
Intern

Duration of employment
12 months

Industry
Real Estate Internships

Job Location
Sandton, Gauteng, South Africa, 2196, Sandton, Gauteng, South Africa

Working Hours
9

Date posted
December 1, 2024

Valid through
31.12.2026

Description

The Broll Property Group is seeking an Intern Lease Administrator to assist with the administration of leases across the Masingita Portfolio. This role will ensure that tenant records, deposit accounts, and lease fees are maintained accurately and up to date. The position also involves performing related clerical duties, contributing to a smooth and efficient lease administration process.

The Lease Administration Internship offers a 12-month fixed-term contract that provides practical experience in the real estate industry, specifically in lease management. As part of the Investor Services division, you will play a critical role in managing lease agreements, processing lease transactions, and maintaining tenant records. The program is designed to equip interns with essential skills in lease administration, legal leases, and property management.

Responsibilities

As a Lease Administrator Intern, you will be responsible for several key tasks, including:

- **Lease Management:** Draft, prepare, process, and reconcile lease agreements, addenda, and suretyships. Capture and manage lease fees and deposits, and handle tenant account terminations upon instruction.
- **Tenant Transactions:** Process journal entries for lease fees, deposits, and other appropriations. Coordinate with meter readers for tenant movements and utility adjustments.
- **Documentation and Reporting:** Upload relevant lease documents to the Broll Online system, send signed lease copies to tenants, and maintain an updated register of lease movements.
- **Invoicing and Payments:** Arrange invoices for tenants paying deposits or rent in advance and manage bank guarantees and deposits.
- **Coordination and Communication:** Maintain regular contact with other departments to ensure accurate transactions and information exchange. Assist portfolio management and leasing personnel as needed.
- **Compliance:** Adhere to deadlines and timelines, ensuring that all lease tracking processes follow established policies and procedures.
- **Administrative Duties:** Attend management meetings, take minutes, complete special projects, and update lease audits and building profiles.
- **Reporting:** Prepare monthly leasing reports and an executive summary for the leasing manager.

Qualifications

To be eligible for the Lease Administrator Internship, candidates must meet the following qualifications:

- Matric qualification required.
- A good understanding of legal leases.
- Basic understanding of accounting practices, particularly in relation to lease agreements and deposit reconciliation.

Skills and Abilities:

- Strong organizational and detail-oriented skills.
- Good mathematical skills for managing lease calculations.
- Excellent written communication, grammar, and spelling.
- Attention to detail and high accuracy in processing documents.
- Ability to cooperate and work effectively with others.
- Strong interpersonal and communication skills.
- Dependable, self-motivated, and capable of working independently.
- Proficient in computer skills, including using PCs and basic office software.
- Flexible and able to handle multiple tasks efficiently.

Job Benefits

- Gain hands-on experience in lease administration within the real estate industry.
- Exposure to various aspects of property management and investor services.
- Opportunity to enhance legal and administrative skills in a professional setting.
- Develop practical knowledge of leasing processes, tenant management, and real estate regulations.
- Network with professionals in the real estate sector and receive guidance from experienced managers.

How to Apply?

Ensure all necessary documents are included in your application for timely processing.

This is a unique opportunity to build your career in real estate while gaining valuable skills in lease administration, financial processes, and client management. Apply now to start your journey with Broll Property Group!