

JOB DESCRIPTION



Job Title: Sales and Leasing Coordinator
Department: Commercial
Reports to: Director of Sales and Leasing
Direct Reports: None
Date Prepared: August 2021

Job Summary	Responsible for communications, research, presentation, and management of data in support of the acquisition, disposition and/or leasing of a portfolio of assets which may include residential, commercial, or rural land, with a primary focus on commercial assets. The Sales & Leasing Coordinator will assist with leasing and tenant management of commercial properties owned by The St. Joe Company.
Essential Functions	<ol style="list-style-type: none"> 1. Act as primary point of contact for leasing and land inquiries and tenant relations. 2. Prepare and respond to LOI's for future leasing prospects and brokers 3. Review on-going property performance and commercial leases, Town Centers, etc. 4. Interact day to day with tenants and third-party managing agents on building operational and capital recommendations and decisions. 5. Assist with resolving tenant issues. 6. Serve as a Board Member on HOA's and POA's, as assigned. 7. Enforce and oversee maintenance standards for company owned assets 8. Assist Commercial team with procuring any necessary proposals and contracts and completing and overseeing the RFC process. 9. Gather and assimilate field data and resources which support and help inform management's decision-making and project planning purposes. 10. Research and compilation of comparative sales data. Tracks and maintains new and existing commercial listings. 11. Compiles and maintains database of pertinent market-related data for markets in which acquisitions or dispositions of residential, commercial, or rural land assets may be planned or contemplated. 12. Manage and administer CRM database for the Commercial team. 13. Responsible for creation and generation of periodic and on-demand market reports. 14. Assist with acquisitions and dispositions by performing due diligence including comp. sales data, review of land plans, leases or lease abstracts, build to suit opportunities, service contracts, underwriting assumptions, engineering and environmental reports, etc. 15. Assemble and administer RFPs for build-to-suit projects and assist in bidding and negotiation of projects. 16. Performs site visits as needed to check conditions or verify improvements. 17. Assist with maintaining JOE asset database to include summaries of assets such as active leases, pending transactions, entitlements, valuations, etc.
Education and Experience	<ul style="list-style-type: none"> • Prior commercial real estate experience preferred. • Prior experience with economic and/or business development preferred. • Prior experience performing due diligence and negotiating commercial leases preferred • Real Estate License and Undergraduate Degree preferred. • Will substitute combination of education and experience. • Proficiency with MS Office applications, including Excel, Word, and Outlook required.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Strong sense of urgency. • Proven interpersonal and communication skills. • Excellent verbal and written communication skills. • Detail-oriented with ability to work in a team environment as well as independently. • Effective negotiation skills.
Physical Demands	<ul style="list-style-type: none"> • Ability to operate normal office equipment. • Extensive use of computer. • Ability to operate a motor vehicle.

	<ul style="list-style-type: none">• Ability to travel.• Ability to sit for extended periods of time.• Ability to walk and stand for extended periods of time.• Ability to lift up to 15 lbs.
Working Conditions	<ul style="list-style-type: none">• Normal office environment, with occasional travel to other office locations.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities at any time to meet business and organizational needs.