

## JOB DESCRIPTION



**Job Title:** Sales & Leasing Coordinator  
**Department:** Asset Management Division  
**Reports to:** Sales Manager  
**Direct Reports:** None  
**Date Prepared:** October 2019

<b>Job Summary</b>	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 St. Joe. Also responsible for supporting the management of HOA and POA's, as assigned.
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Act as primary point of contact for leasing inquiries of existing assets.</li> <li>2. Maintain MLS listings.</li> <li>3. Coordinate marketing collateral including brochures, email campaigns, open houses, signs, etc.</li> <li>4. Prepare and respond to LOI's for future leasing prospects and brokers.</li> <li>5. Review ongoing property performance and commercial leases, Town Centers, etc.</li> <li>6. Gather and assimilate field data and resources which support and help inform management's decision making and project planning purposes.</li> <li>7. Research and compilation of comparative sales data. Track new commercial listings.</li> <li>8. Compile and maintain database of pertinent market-related data for markets in which acquisitions or dispositions of residential, commercial, or rural land asset may be planned or contemplated.</li> <li>9. Responsible for creation and generation of periodic and on-demand market reports.</li> <li>10. Assist with acquisitions and dispositions by performing due diligence including review of land plans, leases or lease abstracts, build to suit opportunities, service contracts, underwriting assumptions, engineering and environmental reports, etc.</li> <li>11. Perform site visits as needed to check conditions or verify improvements.</li> <li>12. Assist with maintaining JOE asset database to include summaries of assets such as entitlements, valuations, etc.</li> </ol>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Prior commercial real estate leasing, asset management or property management preferred.</li> <li>• Prior experience with economic and/or business development preferred.</li> <li>• Prior experience performing due diligence and negotiating commercial leases preferred</li> <li>• Real Estate License and Undergraduate Degree preferred.</li> <li>• Will substitute combination of education and experience.</li> <li>• Proficiency with MS Office applications, including Excel, Word, and Outlook required.</li> </ul>
<b>Knowledge, Skills, Abilities</b>	<ul style="list-style-type: none"> <li>• Strong sense of urgency.</li> <li>• Proven interpersonal and communication skills.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Detail-oriented with ability to work in a team environment as well as independently.</li> <li>• Effective negotiation skills.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Ability to operate normal office equipment.</li> <li>• Extensive use of computer.</li> <li>• Ability to operate a motor vehicle.</li> <li>• Ability to travel.</li> <li>• Ability to sit for extended periods of time.</li> <li>• Ability to walk and stand for extended periods of time.</li> <li>• Ability to lift up to 15 lbs.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Normal office environment, with occasional travel to other office locations.</li> </ul>

*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.*