

ERIS PROPERTY GROUP



JOB DESCRIPTION LEASE ADMINISTRATOR

DATE ISSUED

Jun 20

REVISION

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COMPILED
BY

HR PRACTITIONER

REVIEWED BY

JUNIOR PROPERTY
MANAGER**Doc.: HR**APPROVED
BY**Page 1 of 2**

LEASE ADMINISTRATOR

Position : Lease Administrator

Company : Eris Property Group

Reports : Leasing Hub Manager

Location : Sandton

PURPOSE OF JOB

Generate and compile Offer to Lease and Lease Agreements and ensure compliance with company procedures.

Compile and distribute monthly reports in respect of commission claims, signed and unsigned leases, and any other reports necessary from time to time, accurately, comprehensively and timeously.

KPI

KPA

Lease Documentation

- Typing of lease documentation/ agreements ensuring accuracy and attention to detail is met.
- Update lease register daily.
- To bind original lease and annexures.
- To distribute and monitor signature of lease agreements.
- Ensure accuracy and completeness of tenant file according to tenant file criteria check.
- Ensure accuracy and completeness of drafting request according to signed audit checklist.
- Ensure Lease documents comply with Legal requirements, including but not limited to format, clause changes etc. Refer if needed.
- Generate and compile lease agreements in accordance with the lease input forms/signed offer.
- Ensure information and data captured from lease input forms/signed offer is accurate and comprehensive.
- Ensure data captured on PIMS correspond with lease document.

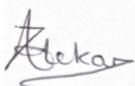
Processing & Distribution

- Distribute and monitor signatures of lease agreements.
- To ensure that commission claims are submitted with the agreements of lease and are processed and forwarded to Property Administrators.

Lease Administration	• Prepare, manage, and maintain documentation for Contracts, Addenda, Lease Input Summaries, Cover sheets, and Offers to Lease. • Ensure that the Offer to Lease is correctly signed by both the tenant and the landlord's authorised representative. • Conduct credit checks & extended FICA checks to verify tenant creditworthiness, including Credex score. • Perform Windeed searches to obtain updated company documentation and assess whether the tenant has sufficient assets for surety. • Ensure all prospective tenants are fully compliant and meet creditworthiness requirements. • Verify accuracy and completeness of all FICA documents submitted. • Manage the renewal process, ensuring renewals are initiated 6–18 months in advance. • Verify all billing information on renewal deals—including GLA, parking, and other items—by reviewing the Tenancy Schedule, Lease Profile Report, and current lease to ensure accuracy. • Confirm deposit amounts held with Property Administration and Finance, reviewing transaction history when required. • Ensure floor plans align with PIMS to confirm accurate area allocation. • Ensure Property team adhere to company policies, rules, and procedures without deviation. • Ensure all commission claims accompanied by signed lease agreements are submitted. • Ensure the commission claims submitted comply with the management agreement. • Update and maintain the lease register on a daily basis. • Ensure lease audit checklist is complied with and completed accurately • Update spreadsheets of all Leases & Offers issued to Property Managers and Property Administrators. • Ensure all deal tracking is accurately maintained on the Teams Tracking System.
Lease Securities	• To ensure that leases are recorded and secured within fireproof safe. • Record and ensure accurate storage and security of original documentation. • Maintain a register of bank guarantees and monitor the expiry thereof.
General	• Ensure compliance with company procedures in accordance with the functions, as amended from time to time. • Perform all and any other duties as reasonably required from time to time. • Ensure compliance with company procedures in accordance with the flowcharts as amended from time to time.

QUALIFICATIONS AND EXPERIENCE	
Qualifications	• Matric • Degree/Diploma in Property Studies and/or related Studies
Experience	• Min 1 years' property experience • Minimum 2 - 4 years' experience in a research role • Strong Proficiency in relevant computer packages (MS Office) and software packages (PIMS) • TPN

IMPORTANT CHARACTERISTICS
• Very strong communication skills • Excellent attention to detail and numerate accuracy • Innovative thinking and ability to follow process • Dynamic and enthusiastic • The ability to interact professionally with individuals at all levels of staff • Competent time management skills • Professional attitude and capability and personal initiative • Be deadline driven

ACKNOWLEDGEMENT OF JOB DESCRIPTION	
LINE MANAGER	
Name and Surname	Zeena Alekar
Signature	
Date	03/02/2026

EMPLOYEE

I declare that I have read and understood the above job description and acknowledge that my roles and responsibilities are not limited to the aforementioned and may change from time to time.

Name and Surname	
Signature	
Date	