



CARMEN

THE
TENANT
ADVISOR

CARMEN Commercial Real Estate Services is currently seeking a Commercial Real Estate Project Manager to provide lease administration and brokerage support to one of the firm's clients. This position will manage our client's office leases for over 80 sites. Additionally, this position will work with the CEO of the firm on renewing existing office leases, relocating offices, and opening new offices.

Qualified candidates should have:

- a bachelor's degree or equivalent;
- minimum of 2 years' experience in commercial property management (with client interaction and experience reviewing office/industrial leases);
- experience working with tenants on all phases of office relocations and renewals and managing tenant data (lease expirations, lease options, notices, etc.);
- experience with office or industrial property leasing, and;
- experience with tenant improvements / office build-outs. Great communication skills is a MUST and a current Indiana real estate license is a plus.

This position is part-time, however, is flexible with respect to how many hours the employee will work and the ability to partially work from home.

If you or anyone you know may be interested please send resumes to Julie Fox – jfox@carmenrealestate.com