

OFFICE & LEASING COORDINATOR JOB DESCRIPTION

POSITION CURRENTLY OPEN

ABOUT OUR COMPANY

Drollinger Properties has been serving the Westchester community since 1947. Our diverse portfolio includes office, retail, residential, parking, and shopping center properties. Managing over 22 assets totaling over 1.2 million square feet, Drollinger Properties prides itself on providing exceptional customer service and creating a safe, warm, and welcoming environment for our tenants, customers, employees, and guests.

OFFICE & LEASING COORDINATOR | LOS ANGELES, CA

The **Office & Leasing Coordinator** supports the company's daily operations, including leasing administration, office management, and front-office functions. Working closely with Property Management, Operations, and Accounting, this role ensures accurate, well-organized lease documentation, tenant and vendor records, insurance compliance, parking systems, and office resources. Responsibilities also include coordinating communications, supervising front-office activities and interns, organizing company and tenant events, and assisting with employee onboarding and HR functions. This position requires strong organizational, communication, and problem-solving skills, with a proactive approach to supporting the team, tenants, and overall company operations.

RESPONSIBILITIES AND DUTIES:

- Maintains relationships with team members and vendors
- Coordinates and executes all leases in partnership with Property Managers to ensure no leases expire
- Disseminates all internal and external communications
- Maintains and logs all Certificates of Insurance for tenants and vendors
- Runs all credit inquiries and coordinates lease background check information
- Creates and compiles all tenant and vendor files with necessary documents
- Completes move-in/move-out and distributes files to accounting
- Assists with maintaining active front office and maintains conference rooms for all activities
- Maintains and updates all forms, checklists, and rules & regulations
- Updates and maintains tenants, vendors, and contact information in all necessary locations
- Responsible for maintaining office equipment and ordering office supplies
- Ensures all office filing is complete on a daily basis
- Responsible for coordinating systems, processes, and revenue for office parking collections
- Utilizes software systems (Yardi, Spectra and/or Fyxt) for data-entry reporting and tracking

Drollinger Properties is an equal opportunity employer. We offer a welcoming and inclusive environment in service to one another, the diverse customers we represent, and the communities we serve. We do all of this with kindness, empathy, and respect for each other. Drollinger Properties will consider qualified applicants with a criminal history in a manner consistent with the requirements of the CA Fair Chance Act and applicable local Fair Chance laws.

- Organize all company events and internal activities, including birthdays/holiday, and tenant activities
- Supervise interns, front office coverage, and conference room bookings
- Assist in HR related activities, including open enrollment and new hire onboarding
- Other duties as needed or directed by Management

PROFESSIONAL REQUIREMENTS

- Experience in real estate and property management preferred
- Background in Customer Service
- Valid CA driver's license and vehicle insurance
- Bilingual (English/Spanish) preferred

EXPERIENCE, SKILLS, AND QUALIFICATIONS

- MS Office Suite (Word, Excel, Outlook, and PowerPoint)
- Exceptional customer service, interpersonal, and communication skills
- Ability to pass background screening and drug test
- Able to perform the physical requirements of the position and carry a minimum of 35 lbs.
- Neat, clean appearance in accordance with Drollinger standards
- Demonstrate attention to detail and superior time management skills
- A strong TEAM orientation with a strong commitment to the company's goals and objectives
- Highly motivated self-starter who takes initiative and can adapt to change
- Professional and confident approach to work
- Adaptable to change with the ability to exude calm and confidence in occasionally stressful situations
- Strong problem solver with the ability to gather, analyze, and resolve issues timely and efficiently
- Ability to read, comprehend, and follow applicable policies, procedures, and directives

REQUIRED EDUCATION

- Associate degree (preferred)

COMPENSATION, BENEFITS & WORK SCHEDULE

- 401(k) 5% match
- Health/Dental/Vision insurance
- Health Reimbursement Account (HRA)
- 2 Weeks paid time off / 6 sick days per year / 12 paid holidays
- Mileage reimbursement (IRS standard)

Job Type: Full-time, salaried, non-exempt
Schedule: Monday to Friday 8 am to 5 pm, some weekend, some nights, some holidays
Work Location: In- person / approved remote work
Salary Range: \$60,000 - \$75,000 annually

CAREER GROWTH & OPPORTUNITY

Drollinger Properties is committed to developing talent and promoting from within. This position offers opportunities for professional development, expanded responsibilities, and career advancement for individuals who demonstrate initiative, strong performance, and a commitment to the company's continued success.

APPLICATION DEADLINE & START DATE

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Application Deadline: November 15, 2026

Anticipated Start Date: January 4, 2027

Interested candidates should submit their resumes to admin@drollingerproperties.com no later than November 15, 2026.

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