



CTI TOWERS

LEASE ADMINISTRATOR

Job Description

- Location:** Cary, NC
- Reports to:** Lease Administration Manager
- Travel Required:** When Required
- The Company:** CTI Towers is the nation's third largest private wireless tower company that owns and manages towers nationwide. CTI leases tower space to telecommunications providers and broadcasters throughout the United States.
- Salary:** Commensurate with experience
- Description:** CTI Towers is seeking a highly motivated, organized, and detail-oriented individual to join its Lease Administration Department. Ideal candidates will have a desire to learn, excel, and grow within a fast paced environment and the wireless industry. This is a full time, non-exempt position and includes, but is not limited to, participation in the following areas:
- Abstracting tenant and landlord leases, including calculating lease payments and highlighting relevant clauses
 - Communicating and corresponding with tenants and landlords on issues such as rent commencements, lease assignments, and other items as needed
 - Reviewing site audits
 - Entering and maintaining data in the Company's asset management database
 - Working closely with other departments to ensure accuracy in asset management database
 - Preparing tenant related documents for company archives

Experience in the tower or telecommunications industries is preferred but not required. Excellent computer skills including knowledge of Microsoft Excel is required. Please forward resumes along with contact information to hr@ctitowers.com.

CTI Towers, Inc. is an Equal Opportunity Employer