



Job Title: Leasing and Acquisition Associate

Company: Lefler Capital

Location: Fayetteville, AR

Lefler Capital is seeking a motivated and detail-oriented Commercial Leasing and Acquisition Associate to support the leasing and growth of our commercial real estate portfolio. This role focuses on tenant acquisition, lease negotiations, and maintaining strong relationships with tenants and brokers to maximize occupancy and revenue. This individual will work with tenants and brokers to execute on client requirements and manage the in-house outreach and due diligence for the company projects.

The ideal candidate is proactive, organized, and has strong communication and sales skills, with a passion for commercial real estate.

Key Responsibilities:

- Assist in marketing available commercial spaces and generating new leasing opportunities.
- Conduct property tours and presentations for prospective tenants, highlighting key features and benefits.
- Support lease negotiations, renewals, and tenant onboarding to maximize occupancy and rental income.
- Assist in negotiating purchase LOIs and purchase agreements.
- Build and maintain strong relationships with tenants, brokers, and property owners.
- Conduct market research to track trends, identify potential tenants, and evaluate competitive properties.
- Maintain accurate leasing records, agreements, and related documentation.
- Collaborate with property management team to ensure seamless tenant transitions.
- Prepare leasing reports and summaries for management, highlighting opportunities and performance.
- Assist in special projects related to leasing strategy and tenant retention.

Qualifications:

- Bachelor's degree in Real Estate, Business, Finance, or related field preferred.
- 1–3 years of commercial leasing or real estate experience preferred.
- Strong communication, negotiation, and relationship-building skills.
- Highly organized, proactive, and able to manage multiple leasing opportunities at once.
- Understanding of commercial lease agreements and basic real estate financials is a plus.

Physical Requirements:

- This role may require property tours and site visits, which could involve some physical activity.

Why Join Lefler Capital?



LEFLERCAPITAL

Lefler Capital is a dynamic and growing real estate investment firm with a strong track record of success. Our team is dedicated to creating value through strategic asset management and innovative development solutions. We offer a collaborative work environment and opportunities for professional growth.

If you are a results-driven professional looking to take your career to the next level, we encourage you to apply and join our team!

How to Apply:

Interested candidates should submit their resume and cover letter to tj@leflercapital.com.