

Trainee, JBS Lease Administration

We are looking for a Trainee for our JBS Lease Administration team.

About JLL –

We're JLL—a leading professional services and investment management firm specializing in real estate. We have operations in over 80 countries and a workforce of over 92,000 individuals around the world who help real estate owners, occupiers and investors achieve their business ambitions. As a global Fortune 500 company, we also have an inherent responsibility to drive sustainability and corporate social responsibility. That's why we're committed to our purpose to shape the future of real estate for a better world. We're using the most advanced technology to create rewarding opportunities, amazing spaces and sustainable real estate solutions for our clients, our people, and our communities.

Our core values of teamwork, ethics and excellence are also fundamental to everything we do, and we're honoured to be recognized with awards for our success by organizations both globally and locally.

Creating a diverse and inclusive culture where we all feel welcomed, valued, and empowered to achieve our full potential is important to who we are today and where we're headed in the future. And we know that unique backgrounds, experiences, and perspectives help us think bigger, spark innovation and succeed together.

If this job description resonates with you, we encourage you to apply even if you don't meet all the requirements below. We're interested in getting to know you and what you bring to the table!

Job Description

Trainee for our JBS Lease Administration team.

We're JLL—a leading professional services and investment management firm specializing in real estate.

Our core values of teamwork, ethics and excellence are also fundamental to everything we do, as well as creating a diverse and inclusive culture where we all feel welcomed, valued, and empowered to achieve our full potential. And we know that unique backgrounds, experiences, and perspectives help us think bigger, spark innovation and succeed together.

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What this job involves

- Working under supervision in respect to communication with key stakeholders - with regular support or feedback from more senior colleagues.
- Administrative support – documents, scans, letters collection

Achieve your ambitions

- Documents/Invoices tracking in appropriate tools
- Documents/Invoices upload into the system/local drive/SharePoint
- performing database updates/clean ups based on instruction
- Preparation of database reporting based on instruction
- Preparation of financial reporting based on instruction
- Performing financial data updates/clean ups based on instruction
- Developing an understanding of real estate & lease terminology.
- Supporting the team in daily work related to service delivery for different Clients, cooperating with various JLL local and foreign teams, corporate Clients, brokers, and other stakeholders.
- Collection, validation, and verification of data for the purposes of recurring reporting.
- Collection of data and supporting analysts on ad hoc requests coming from internal and external Clients.

Desired skills and experience for this job

- Bachelor's degree / at the final stage of studies completion.
- Good command of spoken and written Business English (enabling conference calls attendance and note taking), any second foreign language would be an advantage
- Availability minimum 20 hours per week.
- Knowledge of MS Office (Outlook, Word, PowerPoint, Excel).
- Background in Real Estate or Client Service will be a plus
- Financial and accounting acumen and Experience within finance and accounting area would be an asset.
- Well-organized person with a creative mind, attention to details and proven analytical skills.
- Willingness to learn and take on new challenges & responsibilities.

What you can expect from us

You'll join an entrepreneurial and inclusive culture. We succeed together and believe the best inspire the best, so we invest in supporting each other, learning together, and celebrating our success.

Our Total Rewards program reflects our commitment to helping you achieve your career ambitions, recognizing your contributions, investing in your well-being, and providing competitive benefits and pay.

We can't wait to see where your ambitions take you at JLL. Apply today!

Apply quoting reference **[JOB NUMBER]** at jll.com/careers.