



Real value in a changing world

Jones Lang LaSalle is a financial and professional services firm specializing in real estate services and investment management. Our more than 40,000 people in 1,000 locations in 70 countries serve the local, regional and global real estate needs of our clients, growing our company in the process.

With a fast growing Lease Administration group based in Warsaw, we are currently looking for the right candidates for the position of

JUNIOR LEASE ANALYST with English and at least 2 other European languages (preferably: Dutch and/or Russian)

Main responsibilities:

- Accurately abstracting all commercial lease documents
- Data entry and data management of lease documents
- Preparing and updating reports as required by the clients within the scope of responsibilities
- Performing data accuracy audits and detecting minor in nature errors
- Providing professional customer service to clients

Candidate profile:

- **Fluent English and at least 2 other European languages**
- MS office skills, especially Excel and Word
- **Analytical skills, orientation to detail**
- Basic experience in finance will be an asset
- Solution oriented
- Good (written and spoken) communication skills

We offer:

- Great work environment (A class office in the City Centre)
- Friendly atmosphere
- Opportunity to demonstrate your own initiatives
- Flexible employment terms
- Competitive benefit package (incl. Mutlisport, private healthcare, life insurance)

Send your CV in English to: Recruitment@eu.jll.com with subject of your message: **JLA**.

Please note we will contact only candidates fulfilling the above criteria.

Please include the following clause in your message: „Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji (zgodnie z Ustawą z dnia 29.08.1997 roku o Ochronie Danych Osobowych; tekst jednolity: Dz. U. z 2002r. Nr 101, poz. 926 ze zm.)

For more information visit: www.joneslanglasalle.pl