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Job Offer - Sybrant Technologies2 messages

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Dear Candidate,

Greetings from Sybrant!

We have been hiring from your campus for the last several years. We are satisfied with your response and the quality of candidates we hire. We would like to do it this year too and due to the Pandemic we would do it on the virtual mode.

Sybrant is an organization with great reputation and we are celebrating our 15th year. We are into software development (Mobile and Web), software testing, Real Estate Lease and Data back office services. We have shared the Job Description and will clarify / answer your questions before we take you through the interview process.

Kindly go through the JD and confirm your interest to take this forward. We will go through the shortlisting process including a short interview. Post that we will roll out the offer and move on to on the job training. Your training period will be for 6 months and post training you will be inducted on the company rolls. During the training you will be paid a stipend to cover your out of pocket expenses.

Job description:

- As a Lease abstractor you are expected to comprehend, analyse, and accurately interpret various types of lease documents
- Abstract critical data such as dates and dollars and key clauses from the Lease Documents and enter it in the Lease Abstract template
- Analyse other information such as Common Area Maintenance, Taxes, and Insurance calculations including pro-rata share calculations

What is covered in the lease training?

- Types of properties in USA, its market, and other attributes of it
- Key principles of lease agreements and explanation of the various clauses
- How to read and interpret the lease documents?
- What are the critical data to be collected?
- Different types of software applications used for data abstraction and lease administration

Your future growth:

- After successful completion of the training you will become a Lease Abstractor. The next level is Lease Reviewer and after that a Team Lead and post that Manager
- As market potential is huge there are several opportunities for you to grow

I am sure by now you would have understood the job and interested in joining us. Upon hearing from you we will arrange for the training. You can address your questions by email to praveen@sybrant.com. We look forward to seeing you at Sybrant.

Thanks and Regards,
Praveen
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