

SMASHBURGER MASTER LLC

FRANCHISE, REAL ESTATE AND LEGAL ADMINISTRATOR

STATUS: Salaried Non-Exempt

REPORTS TO: CFO and SVP of Franchising

POSITION OBJECTIVE:

The Franchise, Real Estate and Legal Administrator is responsible, and held accountable for managing compliance and documentation through the franchise sales process, managing franchise real estate lease compliance, maintaining a Corporate Lease Database, maintaining a current legal contracts database, and supporting other areas as required.

DUTIES AND RESPONSIBILITIES:

Franchise Sales Process

- Managing and Producing Development Agreement, Franchise Agreements, and Amendments as required
- Maintaining current tracking of Franchisee Database
- Coordinating quarterly and annual compliance review
- Supporting the SVP of Franchising as required
- Coordinating communications to existing franchisees

Franchise Real Estate Process

- Management of Franchise Agreements
 - Maintaining accurate tracking of agreements currently in process
- Coordinating with Real Estate to maintain pipeline of required franchise agreements
- Management and Preliminary Review of Franchisee Leases
 - Coordinating for further legal review as required
 - Coordinating final lease approval with CFO

Real Estate and Legal Management

- Management and Maintenance of current corporate lease database
- Management and accurate record keeping of all current contracts by Department
- Preliminary review of all contracts
- Coordinating external legal review and internal business review as required
- Selection and potential implementation of Contract Management Systems
- Other duties as assigned

QUALIFICATIONS AND SKILLS:

- Experience as a paralegal working in franchising or real estate law
- Previous experience as a Franchise Coordinator
- Excellent verbal and written communication skills
- Excellent organizational and time management skills
- Proficient in Microsoft Excel, Word, and Database Management Systems
- Team player/Can-do attitude
- College degree