

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/lease-abstraction-executive-av-global-advisory-services/>

## HIRING ORGANIZATION

AV Global Advisory Services

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

? Remote work from: India

## VALID THROUGH

2026-10-02

## LEASE ABSTRACTION EXECUTIVE (AV GLOBAL ADVISORY SERVICES)

### BASE SALARY

INR 300000 - INR 600000

### DESCRIPTION

AV Global Advisory Services

Remote work from home. Full-time permanent role. Day shift job. Salary range ₹3,00,000 to ₹6,00,000 per year.

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### About This Work

This work is for lease abstraction profile in US BPO process. Main task is to handle lease documents and extract important details. Work is simple for those who already have experience in this field. This role is fully remote and day shift based.

### Job Responsibilities

- Work on lease abstraction and lease data handling
- Extract important details from lease documents
- Support lease administration work
- Handle CAM and RET reconciliation tasks
- Work on audit and data checking

### Eligibility Criteria

- Minimum 6 months to 4 years experience required
- Experience in lease abstraction or lease administration
- Knowledge of CAM, RET reconciliation or desktop audit
- Basic understanding of tools like JDE, Yardi, MRI

## Skills Required

- Lease accounting knowledge
- Attention to detail
- Basic computer handling
- Understanding of commercial real estate

## Work Details

This is remote job with day shift timing. Good opportunity for candidates with US BPO experience in lease process.

## Apply Process

Interested candidates can send resume on email or WhatsApp.

Email: [jobs@avglobaladvisory.com](mailto:jobs@avglobaladvisory.com)

WhatsApp: 7305390183