

Summary

The Client Services Coordinator supports retail brokerage team members in achieving their goals by providing a wide variety of both administrative and marketing services. The tasks required of this position will require flexibility, excellent organization, and attention to detail. This position will report to the Director – Administrative Services.

Essential duties and responsibilities

Brokerage Administrative Duties (50%):

- Prepare listing and commission agreements
- Track listing agreements
- Process paperwork for each transaction, prepare invoices, and track accounts receivable
- Create and distribute weekly and monthly departmental reports
- Assist in preparation of annual departmental revenue budget and monthly reconciliation
- Assist leasing staff in compiling items and performing research required to create comprehensive marketing packages and market reports
- Maintain databases of market information including, but not limited to, retail sales, property comps information, retailer locations, and demographic information
- Provide phone coverage for receptionist's breaks

Marketing Assistant Duties (50%):

- Prepare client presentation packages
- Prepare market demographic reports
- Property marketing
 - Create and update property listing brochures
 - Create and send property email blasts
 - Online marketing for properties (CoStar, CREXi, company website)
 - Coordinate listing signage and approve vendor invoices

Qualifications/Experience

To perform this job successfully, an individual must be able to perform each essential duty. Candidates must possess a minimum of 3 years of experience in an administrative role, preferably in commercial real estate or a related professional services industry. Must be proficient in Microsoft Office and preferably knowledgeable of Adobe Photoshop, Adobe InDesign, Adobe Acrobat Pro, and Salesforce. Must be self-motivated, extremely organized, and possess the ability to efficiently manage time and priorities effectively. Must be an independent thinker with ability to multi-task. Excellent communication skills both written and verbal are required.