



Job Title: Client Services Coordinator

Reports To: Director – Administrative Services

Summary

The Client Services Coordinator supports 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.

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 in 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 the ability to multi-task. Excellent communication skills both written and verbal are required. Must have reliable transportation capable of transporting 3'x4' ground signs and must be able to lift 25 lbs.

Employee benefits include:

- Employee Stock Ownership Plan
- 401(k) Plan with employer match
- FSA & HSA availability
- Health insurance (100% paid for employee)
- Dental and Vision insurance availability
- Life and long-term disability insurance
- Paid holidays, sick and vacation time

To apply, please submit a resume to careers@paceproperties.com.

