



Real Estate Coordinator

POSITION SUMMARY

This position is responsible for assisting in managing the company's national owned and leased real estate: over 35 locations consisting of over 2 million square feet of commercial and industrial properties. The core responsibilities will include managing real estate databases, assisting with the analysis and negotiations for leases, development of maintenance plans for facilities, managing national accounts, managing service agreements, vendor relationships and analyzing/negotiating contractor bids.

ESSENTIAL FUNCTIONS

- Schedule service calls, vendor meetings, facility maintenance upgrades
- Track, monitor and manage operating expenses (gas, water, waste)
- Manage national accounts, service agreements and vendor relations
- Field calls from location managers, provide customer service and resolve concerns with regards to facilities and service contracts
- Requests, assembles and analyzes contract bids. Submits bids and recommendations for approval
- Manage national accounts, service agreements and vendor relations
- Responding to facility emergencies or urgent issues as needed
- Research and provide analysis on commercial real estate markets to management
- Update, track, audit various real estate databases to ensure consistency

QUALIFICATIONS

- Bachelor's degree in business or related field
- 1-3 years' experience in negotiations, contractor and/or vendor management
- Experience in contract reviews/analysis
- Must be proficient in MS Word, Access, PowerPoint and Excel
- Internet research skills, ability to negotiate

PREFERRED QUALIFICATIONS

- Experience in Property Management/Commercial Real Estate Market

REQUIREMENTS

- Ability to pass drug test and background verifications
- Must have a valid driver's license and a clean driving record