

Tenant Services Coordinator

Company Overview

Cambridge provides real estate services to institutions, investment partnerships and individual owners to comprehensively address the challenges of today's real estate market. Since 1983, Cambridge and its subsidiaries have successfully provided property management, leasing and construction management services to approximately 5.38 million square feet of office, R&D and industrial space.

Tasks include but are not limited to the following:

- Serve as the main point of contact for all tenants and vendors in a commercial office building.
- Provide and manage tenant access to the building's work order system.
- Monitor the building's work order system and dispatch work orders to the appropriate staff members.
- Update Building Access System - provide access and key fobs to new tenants, provide access to fitness center for existing tenants, remove outdated/lost/stolen key fobs from the system.
- Collect, distribute and maintain fitness center waivers.
- Coordinate and provide updates for all building events including fire drills, construction updates and tenant functions.
- Prepare service contracts for vendors.
- Provide weekly updates on building projects.
- Conduct quality assurance inspections with vendors.
- Distribute tenants rent statements and issue payment reminders.
- Maintain Certificate of Insurance files for both tenants and vendors.
- Perform general administrative duties.
- Schedule conference room bookings - provide access, provide calendar invites for both tenants and PM team, provide Wi-Fi information.
- Update building directories and order signage.

Education/Experience:

Qualified candidates will have not less than two years of experience in a commercial real estate administrative support role. A working knowledge of Microsoft Office Suite, as well as Adobe Acrobat is required. Attention to detail and follow up are extremely important to the success of this position.

Knowledge
Perseverance
Integrity

Cambridge

Previous experience in the field of commercial real estate is HIGHLY PREFERRED. Occasional light travel during work hours is necessary.

Compensation/Benefits:

We reward hard work and dedication by offering a competitive salary, performance bonuses and opportunities for growth. In addition, employees enjoy a comprehensive benefits package including health, dental, vision, long term disability and 401(k). We are an equal opportunity employer and offer a drug free work environment. Please respond in writing with your resume and salary/history requirements.

Job Type: Full-time

Salary: \$35,000.00 to \$45,000.00 /year