

Tenant Services Coordinator

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 tenants with access to the building's work order system. This includes setting up new tenants and tenant contacts.
- Monitor the building's work order system and dispatch work orders to the appropriate staff members. This includes following up with each tenant to ensure completion and tenant satisfaction.
- 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System - provide access and key fobs to new tenants, provide access to fitness center for existing tenants, remove outdated/lost/stolen key fobs from the system.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 two to three years of experience in a commercial real estate administrative support role, experience with Microsoft Office Suite as well as Adobe Acrobat. Attention to detail and follow up are extremely important to the success of this position. Candidates will need intermediate working knowledge of MS Outlook. Previous experience with a Property Management position 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