

Client Services Coordinator - Commercial Real Estate Industry Chicago, IL

POSITION SUMMARY

Vequity, a retail real estate investment and development company is seeking a full time Client Services Coordinator. The position is responsible for working in partnership with the executive team on all aspects of business growth, management, and marketing as it relates to our clients.

ESSENTIAL DUTIES

- + Provide support and assistance for all real estate development related activities including all document and file preparation and coordination.
- + Responsible for keeping marketing materials and website updated and consistent with company guidelines (Social Media, Press Releases, Brochures, Flyers, etc.)
- + Provide support and assistance for all Project Management related activities including tenant improvement, land improvement, and capital improvement projects
- + Coordinate, track, and assist in the review of building drawings, specifications, documents, and warranties.
- + Update and maintain various informational databases. Generate standard and ad hoc reports as required.
- + Coordinate company events
- + Assist with the development of bid documents for various types of projects
- + Maintain online and hard copy files
- + Provide support as needed to support individual and company needs
- + Provide support to Property Management and assist in effective transition and operation of the properties
- + Order and inventory all office supplies
- + Maintain and update database contact lists (Constant Contact/Outlook) for marketing
- + Coordinate travel arrangements via company designated travel agency
- + Produce, distribute, and maintain calendars
- + Other duties may be assigned

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Position requires an experienced and proven client services coordinator with an established track record of success. Specific requirements include:

- + An Associate's degree or equivalent, Bachelor's degree preferred
- + Knowledge of Word, Excel, PowerPoint, Outlook, Adobe Photoshop (preferred), Facebook, LinkedIn, Twitter
- + Prior Real Estate Industry Experience preferred but not required
- + Strong social, organizational and computer skills required