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# Example of Coordinator, Real Estate Job Description

Our company is growing rapidly and is looking to fill the role of coordinator, real estate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for coordinator, real estate

* Assist attorneys with documentation of lease amendments, real estate administration matters, estoppels, and SNDAs
* Coordinate and provide support to multiple company departments, including Store Operations, Retail Facilities, Accounting and Licensing, by reviewing lease documents and files for Company/Department obligations and help settle any landlord related issues
* Assist with general office duties, including filing, drafting correspondence, reviewing/distributing incoming mail, and answering phone calls
* Attend deployment calls as applicable and work closely with Project Managers to maintain and update milestone completion dates in both SharePoint and Siterra systems
* Coordinate new vendor set-up documentation
* Manage the PO process, providing and bringing presumed discrepancies to the attention of the Project Manager for review
* Gather and provide feedback to Regional Manager regarding space requirements, use of space, potential improvements, customer satisfaction, (for all sites in the region)
* Take the lead or participate in Special Projects, rollout of new projects, processes, procedures and initiatives
* Expense tracking across region
* Coordinate, manage and report on emergency situations across the region

## Qualifications for coordinator, real estate

* Affinity with construction
* One (1) year of experience in Real Estate and/or Legal experience preferred
* Proficient with MS Office- Advanced Excel skills
* Ability to organize and administer complex construction processes
* Act as liaison for site leadership (requests, planning and site wide programs)
* Shipping and receiving/distribution activities, as required