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# Example of Coordinator, Real Estate Job Description

Our innovative and growing company is looking to fill the role of coordinator, real estate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator, real estate

* Verifies data and assembles RESC packages and presentations
* Coordinates Development team all-hands meetings
* Updates Real Estate Website contacts and associated content as needed
* Develop and manage broker and vendor relationships to ensure service standards are delivered
* Supervises through subordinates up to 20 subcontract employees
* Performs a variety of administrative tasks for assigned staff including but not limited to phone support, draft, preparation and distribution of correspondence, expense reporting, calendar and scheduling, meeting coordination, filing and copying, Maintains tenant, vendor and property files, including insurance certificates, lease abstracts, in accordance with prescribed standards
* Coordinates all activities related to the Real Estate function, including existing portfolio management, Lease Actions, Ad-Hoc Reporting, Research requests and the negotiation of minor business terms
* Create the PCR (Property Condition Report [internal summary report]) Proforma (financial data), gather materials for the budget (photos, LOD's (Lease Occupancy Drawing) work letter, contact information, sales call, which includes assessing the demographics, the customer dot map and existing store sales within the area)
* Work as a primary point of contact to ensure that outstanding details relative to deal closure are finalized
* Ensure correct information is provided to HQ for the Parrot (portal housed construction, remodel, relocation, and new store report)

## Qualifications for coordinator, real estate

* Ability to read and understand standard business documentation
* Manages team’s CRM tool to track and monitor all real estate leads and opportunities through business development cycle
* Facilitates communication and interaction between field team and real estate accounts as needed
* Leads the creation of presentation materials for business development efforts
* Provides benchmarks on land access (lease, license, purchase etc) deal terms by conducting frequent research on comparable industries
* CRM software tools