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# Example of Coordinator, Real Estate Job Description

Our innovative and growing company is searching for experienced candidates for the position of coordinator, real estate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coordinator, real estate

* Administers subcontracts to achieve results in accordance with project plan
* Monitors and manages project schedule in accordance with project plan
* Advises Real Estate Services management and internal customers of schedule status, and seeks approval of schedule changes when required
* Monitors and manages project budget and contractor payments in accordance with project plan
* Initiates and seeks appropriate management approval of budget change orders when required
* Evaluates design and construction methods
* Makes appropriate adjustments to standards to meet specific project requirements
* Manages project compliance with applicable building and fire codes, Americans with Disabilities Act (ADA) requirements, other applicable laws and regulations, and company Health, Safety, and Environment policy
* Manages project compliance with company and Real Estate Services quality standards
* Knowledge of real estate development (municipal approvals, site selection, design development, ), project planning, estimating, scheduling, interior and base building construction techniques, restaurant equipment, leasing and contract administration

## Qualifications for coordinator, real estate

* 3+ years in Real Estate Administration
* Ability to multi-task, prioritize and be flexible and receptive
* Extensive and specialized Real Estate experience
* Ability to be able to work unsupervised and independently, without a lot of direction
* Proficiency in PowerPoint, Excel and SharePoint required
* 5 to 10 year's experience in related position preferred