Downloaded from <https://www.velvetjobs.com/job-descriptions/real-estate-coordinator>

# Example of Real Estate Coordinator Job Description

Our innovative and growing company is looking for a real estate coordinator. 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 real estate coordinator

* Escalate concerns or compliance issues pro-actively
* Adheres to policies, guidelines and project management discipline enterprise-wide
* Coordinates and reports on various Program Management Dash board reports to review with Senior Management to show monthly results
* Maintains database and reports on portfolio and project performance, status, timeliness of execution and budget to actual
* Executes strategies for the day-to-day administration, network operation and compliance of Network Real Estate functions
* Assist the Real Estate Manager in tracking budget expenses
* Maintains tenant, vendor and property files, including insurance certificates, lease abstracts, in accordance with prescribed standards
* Assists in lease administration activities including lease set up, lease changes, reporting
* Partner with internal project stakeholders
* Prepare and maintain logs, spreadsheets, charts and databases to track the progress of work and to keep the client informed of the progress

## Qualifications for real estate coordinator

* Minimum 5 years of prior experience in commercial real estate, legal or property management
* Prior Real Estate Industry experience strongly preferred
* Ability to communicate with different audiences to convey message successfully and to adapt quickly to support different customers
* High school diploma, some college or trade certifications in relevant areas, such as project management, construction estimating, engineering, or Finance
* Advanced skills in Excel, SharePoint and PowerPoint preferred , demonstrated ease with systems, process and data management
* Assist the Client and GRE D&C and/or FM Project Manager with the coordination of GTI, ECCS (for Call Center projects), and other internal resources as needed