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# Example of Real Estate Coordinator Job Description

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

## Responsibilities for real estate coordinator

* Support and help develop junior REW roles and contractors in the region
* Use exceptional interpersonal skills to educate, build trust and create partnership with VMW leadership, contractor staff, vendors, and corporate business partners
* Manage facilities support systems including HelpNow or other service ticketing applications as rolled-out
* Maintain databases of critical office information (property management, emergency contacts, service provider information)
* Support corporate, departmental, regional goals and objectives
* Participate in mid-year and year-end reviews
* Represent the REW department in inter-departmental meeting to support and facilitate communication and action between departments
* Build and maintain strong relationships with key planning, project and FM partners and clients
* Take initiative to identify and develop process based improvements and innovations for excellence in service delivery
* Responsible for internal customer relations across the region as required

## Qualifications for real estate coordinator

* Perform regular walk-throughs of facility and premises to assure orderliness and proper condition
* Provide "boots on the Ground" support for REW, IT Corporate initiatives
* Respond to client inquiries and concerns
* Coordinate and execute moves, adds and changes
* Assist site coordinators with quarterly space audits
* Process employee seating changes within REW database software