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# Example of Tenant Services Coordinator Job Description

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

## Responsibilities for tenant services coordinator

* Perform all coordination of tenant move ins and outs including ordering of new signage, keys, key cards
* Generate, review and mail monthly billing statements
* Assist with the accounts payables process (stamping, coding, Yardi input)
* Maintain a professional working relationships with tenants, vendors, building security, cleaners and various contractors to ensure smooth operation of the property
* Administer Conference Centre including securing tenant bookings, planning meeting diagrams, generating monthly invoice requests and conducting tours
* Freight elevator coordination and bookings for tenants and contractors, ensure contractor paperwork is up to date and act as a point of contact between tenants and contractors when suite access is required
* Supervise cleaning contractor on a daily basis including review of quality and tenant satisfaction
* Communicate with Building Operations staff on outstanding tenant service requests, and provide feedback to the Operations Supervisor, Operations Manager, and Property Director on any issues that might impact tenant satisfaction
* Organize and attend semi-annual tenant visits
* Organize and participate in all tenant related events with Property Director

## Qualifications for tenant services coordinator

* Set-up purchase orders in the purchasing system and co-ordinate coding and payment of invoices
* Self-motivated, professional and flexible
* Cope with a high degree of change
* Maintain Tenant and Emergency Information
* Provide administrative support duties including
* Provide technical support including