Downloaded from <https://www.velvetjobs.com/job-descriptions/tenant-services-coordinator>

# Example of Tenant Services Coordinator Job Description

Our growing company is hiring for a tenant services coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for tenant services coordinator

* Responsible for the overall cleanliness of the reception, lobby, and applicable work area
* Assists in management audits and prepares all files and records in preparation for the audit
* Prepare and send all in and outgoing mail and packages
* Organize departmental meeting and travel arrangements
* Enforces compliance with insurance requirements among tenants, contractors, vendors and suppliers
* Manages the new tenant welcome and orientation program
* Revises and distributes updated property manuals (as needed) within the portfolio with the assistance of the property team members
* Under the direction and supervision of a skilled worker, may conduct minor repairs to the facilities and premises as assigned including painting, patching, office and kitchen equipment, furniture, walls, ceiling tiles, carpeting, floor tiles, This person will also be changing light bulbs
* Expected to support the various skilled trades personnel at a facility or complex in the performance and completion of their duties as needed and assigned
* Act as the liaison between the tenants and the company when addressing requests made and coordinating the appropriate activity with the building

## Qualifications for tenant services coordinator

* Must have intermediate to advanced MS Word, Excel and Outlook proficiencies
* 360 Facility and accounting software such as MRI proficiency preferred
* Punctuality, attention to detail, and organization a must
* 4yr or 2yr degree
* Must be proficient in communicating at all levels in both oral and written form
* Experience in Commercial Real Estate Property Management preferred