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# Example of Tenant Services Coordinator Job Description

Our growing company is looking for a tenant services 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 tenant services coordinator

* Provides detailed reporting of the calls, emails, and requests that have come in and the type of services that has been provided and coordinated to the client and tenants
* Track and maintain incoming service requests and verify that all inquiries are addressed in a timely manner
* Maintain an inventory of invoices, payroll records, and purchase orders
* Assists both the Assistant Property Manager and Property Manager in promoting, establishing and maintaining positive relations with the tenants and with the day-to
* Provide high level support to the property management team
* Performing administrative and office support activities
* Provide customer service to solve problems
* Maintain daily operation activities
* Coordinate administrative, operational, and executive activities
* Maintain files and logbooks

## Qualifications for tenant services coordinator

* Associates or Bachelor degree preferred, or six months related experience and/or training
* A High School Diploma or General Equivalency Diploma (GED)
* Knowledge of Property Management software is preferred
* A minimum of 1 year of work experience in an administrative, accounting or tenant services capacity
* Prior experience working in the facilities/property management, commercial real estate or professional services industries preferred
* Receives and directs calls to management office