**BROKERAGE COORDINATOR**

Cornerstone Companies is searching for a Full-Time Brokerage Coordinator to join the Brokerage team in a growing environment. Ideal candidate will have at least 3 years experience in commercial real estate, poses excellent organizational skills, ability to prioritize, and attention to detail while managing multiple projects. This position requires strong communication skills and experience working in a fast paced, professional environment. The successful candidate must have the ability to work independently and well under pressure as well as a desire to advance.

**Requirements:**

* 3 years of relevant experience; commercial real estate or administrative experience
* Familiarity with real estate leasing a plus
* Strong communication and customer service skills (oral & written) to promote positive client/ tenant relations
* Advanced level of proficiency in Excel, PowerPoint, and Word
* Associates or Bachelor’s degree in Marketing, Business, Communications or related field, plus a desire to advance to a full commission brokerage position preferred.
* Real estate license preferred, but company may offer assistance with obtaining license

**Lease Documents:**

* Track all lease documents from Letter of Intent through full lease execution
* Draft Letters of Intent as needed
* Review and prepare lease packets for full execution
* Coordinate Construction start, track commencement dates and coordinate commencement with Property Managers
* Knowledge of VTS helpful

**Marketing:**

* Track and assist with all marketing efforts including
* Mailers
* Eblasts
* Leasing Signage
* Print Materials
* Compile mailing Lists
* Coordinate updating of floor plans
* Track marketing budget and expenditures

**Events:**

* Research and register for charity events such as golf outings and galas.
* Plan tenant events
* Plan and prepare for broker/physician open houses

**General Leasing:**

* Update information in CoStar, Loopnet, Crexi and Hightower as needed
* Run reports as needed
* Update market surveys
* Track commissions payments
* Track department metrics (leases completed, inventory of available space)
* Track and publish department’s quarterly and annual goals and objectives
* Track core client contacts and meetings
* Coordinate leasing meetings and updates
* Coordinate business development efforts within the Brokerage team (presentations, conference attendance, individual meetings)
* Coordinate social media/win announcements
* Track employees’ real estate licensing requirements
* Prepare materials for prospect showings
* Show space as needed