

Zeller owns and operates assets in Colorado, Georgia, Illinois, Indiana, Minnesota, Ohio, Oregon, Texas and Wisconsin, and we continue to grow and expand our holdings nationally. Since our founding, Zeller has delivered results for our partners and investors by providing best-in-class service and innovative solutions. We are looking to add a **Tenant Service Coordinator** at one of our Indianapolis IN properties.

The primary responsibility of the Tenant Service Coordinator role at Zeller is to develop and maintain a solid level of communication with the building tenants. Ensuring all tenant service calls are dispatched, addressed and appropriately updated. Along with tenant communication, the Tenant Service Coordinator will maintain, and update all leasing, accounting, property files and maintenance tickets.

#### Tenant Service Coordinator Responsibilities:

- Primary contact for tenants within the building for questions
- Coordinate tenant move-in/move-out activities and file updates
- Maintain inventory of invoices, coding and approval stages as well as issue and track PO's.
- Deploy building wide communications at direction of Property Manager.
- Manage tenant Certificate of Insurance compliance
- Issue security/access cards per approved authorizations
- Work on a variety of additional projects as assigned.

#### Tenant Service Coordinator Requirements:

- One to two years related experience in Commercial Real Estate setting
- Proficiency with MS Office (specifically Excel) and Outlook
- Excellent verbal communication and organizational skills
- AP/AR Aptitude

How does your experience align with this role? It's You? Then submit your resume and cover letter to Kandace Collins at [kcollins@zeller.us](mailto:kcollins@zeller.us)