



Millbrook Properties is seeking a Tenant Services Coordinator for its Arboretum Lakes property!

As a **Tenant Services Coordinator** with Millbrook, you will be responsible for communication and coordination with tenants, vendors and building staff onsite on a wide range of building issues; administrative functions relating to the daily operation of the property; and, administrative and project support to the General Manager of the property.

Responsibilities include but are not limited to:

- Handle all incoming calls and service requests to management office and maintain daily relationships with tenants, vendors and building staff.
- Distribute electronic and paper legal documents timely and accurately.
- Schedule and coordinate tenant appreciation events and building events.
- Accurately and effectively use 360Facility work order system.
- Track and maintain all Certificates of Insurance for both Tenants and Vendors.
- Track and monitor all filing: AP, AR, Lease files, General Files, Service agreements, Construction in accordance with company standards.
- Assist GM with projects as requested.
- Assist with annual fire warden meeting and/or fire drills.
- Requires employee presence in the office from 8:30 a.m. to 5:00 p.m.

Skills and Experience

- College degree preferred
- Minimum 1 year customer service experience, property management preferred
- Excellent verbal communication skills
- Proactive thinker
- Punctual
- Able to work with minimum supervision
- Knowledge of MS Office (Word, Excel, Outlook, Publisher, Power Point)
- Able to multi-task
- Professional appearance

Please visit our website at www.millbrookrec.com to learn more about Millbrook Properties, LLC.