

One of the leading Real Estate Companies has an opportunity for an Office Coordinator in the suburbs. Under the direction of the Asset Manager, this person will coordinate day to day activities at the buildings under management including but not limited to:

- Answering Phones
- Respond to Email Requests
- Tenant work order system– Open/close work tickets, follow up to any issues
- Work closely with building tenants to answer questions and resolve issues to ensure high tenant satisfaction
- Work with contractors and tenants ensuring contracts and COI's are in place
- Assist in scheduling and coordination of building service vendors
- Basic accounting functions such as invoice coding or light accounts receivable
- Responsible for inventory/ordering supplies for office and janitorial supplies for the buildings
- Work closely with day cleaning staff, building engineers & security
- Complete regular building inspections
- Other duties as assigned

Applicant must be friendly, positive, reliable and able to quickly adapt to changes when necessary. This person must be a self-starter with strong organizational skills and the ability to work in a fast paced environment. Experience with Yardi a plus.

Requirements

Proficiency with Excel & Word

Able to multitask and learn quickly

Detail Oriented

Professional & Strong Communications Skills

Only resumes accompanied by a completed application will be considered. The required application can be found at www.hamiltonpartners.com. This application along with a resume should be sent to:

Hamilton Partners, Inc.

300 Park Blvd. Suite 201

Itasca, IL 60143

Attn: Debbie Decker Fax: 630-250-4858 ddecker@hpre.com

No calls please.