



Tenant Services Coordinator Schaumburg, Illinois

Responsibilities: Reporting to both the General Manager and Property Manager, employee will ensure organizational excellence at the property by providing administrative support to the building staff, maintaining positive customer relations and coordinating with service providers.

Specific responsibilities include:

- Administrative
 - Provide administrative support to building staff and tenants as needed
 - Maintain accuracy and compliance of certificates of insurance
 - Ensure overall cleanliness of reception/lobby/building-managed conference rooms
 - Assist in management audits, including file and record preparation
 - Handling of all in- and out-going mail packages
 - Maintain property team, tenant, vendor and contact listings
 - Manage all file-keeping in accordance with record retention policy
 - Organize tenant events and conference room reservations
 - Present “new tenant welcome and orientation package” as follow-up to tenant construction process managed by the GM
 - Develop and maintain, with assistance from entire management team, all property manuals, including: tenant handbook, team handbook, hazard communication program, building/tenant emergency response manuals
 - Other tasks as required

- Financial
 - Process all accounts payable, including proper review to ensure accuracy
 - Process all accounts receivable functions
 - Obtain and maintain W-9 forms from all vendors
 - Initiate cost reduction programs relative to office supplies/equipment/furnishings
 - Negotiate office equipment agreements and coordinate timely maintenance
 - Track budgeted operating expenses related to administrative account purchases

Qualifications: Candidates should possess the following qualifications:

- A high level of energy, drive, and initiative in the pursuit of job goals
- Strong organizational skills; ability to self-start and multi-task
- Advanced oral and written communications
- Exercise sound judgment and creativity in problem solving
- Strong work ethic and positive attitude
- Manage workload commitments effectively and handle deadlines under pressure
- Strong attention to detail
- High school diploma required; undergraduate degree preferred
- Proficient in Microsoft Office; Yardi software experience a plus
- Punctual – use time effectively and efficiently
- Team Player

Company:

Lincoln Property Company is an international real estate firm offering a comprehensive suite of value-added services to its clients. With eight U.S. regions and more than 300 management offices, LPC embraces an ownership perspective and treats every client asset like one of its own.

LPC Midwest is based in Chicago with a portfolio of commercial office, industrial and retail assets, totaling approximately 13.0 million square feet. Services include asset management, property management, leasing, development and construction management, providing investors with operational efficiencies, tenant satisfaction and enhanced values.

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