



Commercial Brokerage Coordinator

Industry

Commercial Real Estate

Employment Type

Full-time

Job Functions

Bear Real Estate Group is seeking a **Marketing & Leasing Commercial Coordinator** to join our team. The Coordinator will provide exceptional internal support and client interaction through efficient and high quality administrative and general support services. This role is an integral part of the brokerage group, with a focus on property marketing, coordinating all phases of the property listing process, and assisting with lease and sale negotiations as well as other operational functions.

Seniority Level

Entry to Mid Level

About Bear Real Estate Group

Bear Real Estate Group and affiliated companies (www.BearDevelopment.com, www.CMAofWI.com, www.BearProperty.com, www.BearRealty.com) is a dynamic and growing vertically integrated real estate firm located in Kenosha WI. From our base in Kenosha (located between Chicago and Milwaukee on Lake Michigan) we develop, build, lease and manage a diverse portfolio of residential and commercial real estate. Bear's current portfolio extends to 13 states and we are actively pursuing bright and energetic team members to assist in expanding our local and national footprint. Although our company's roots date from 1924, Bear is rapidly expanding and looking for candidates that can thrive in a creative and entrepreneurial environment. Our employees have the opportunity to take on new challenges, gain new skills and work with an incredible team. Bear's people are our greatest assets and because of that we choose to promote from within the firm whenever possible.

Location

Kenosha, WI

Summary of Essential Job Functions:

- Maintain the master file of listing agreements.
- Partner with brokers/staff on email e-blast template creation and manage e-blast distribution.
- Responsible for sending out e-blasts listing our availabilities/inventory on an ongoing basis (office, industrial, investment and retail inventories).
- Initial point of contact with potential tenants and responsible for diligent follow up via phone and email as well as maintaining client database.
- Complete and submit sign requests as required.
- Maintain internal and external listing databases, including CoStar, Xceligent and LoopNet.
- Work with brokers/staff to coordinate that property listings database, marketing materials, signage, listing sites and e-blasts are up to date and timely.
- Ensure conformity with any current management approval (requests for property marketing expenses, sign requests, etc.).
- Provide general office support (e.g. file management, organizing distribution of operational efforts, general office maintenance, general information technology support, invoicing and correspondence).
- Liaise with others to coordinate information, organize meetings, and obtain required documentation.
- Prioritize projects and tasks according to marketing, operations and producer requirements.
- Provide other office support as required, including covering reception desk as needed; and answering phones as appropriate.
- Perform other duties as assigned.

Requirements:

- Possess strong computer skills, including intermediate – advanced knowledge of Microsoft Office products such as Outlook, Word, Publisher and Excel. Smartsheet experience is considered an asset.
- Experience conducting research using the Internet is a plus.
- Experience in the Commercial real estate sector or a related professional services industry is a plus.
- Strong planning and organizational skills; is highly effective at prioritizing tasks and seeing things through to completion.
- Demonstrated professional and courteous interpersonal skills (telephone and in-person).
- Is discreet; understands when confidentiality is required.
- Demonstrated ability to work under pressure to adhere to deadlines.
- High level of energy and initiative.
- A quick learner – is able to learn about the company (people and departments) quickly and accurately.
- Skilled at applying past learnings and knowledge to new situations
- Works well independently, as well as part of a team.

If you enjoy working in an optimistic, energetic and dynamic work environment that emphasizes social as well as business interaction, then we invite you to apply.

Bear Real Estate Group provides equal employment opportunity to all persons. No employee or applicant for employment will be discriminated against because of race, creed, origin, marital status, sexual orientation, age, otherwise qualified disabled or veteran status or any other characteristic protected by law.

Send your resume to: michele@beardevelopment.com