

## Real Estate Administrative Coordinator

The Retail Strategy is an innovative commercial real estate firm that provides brokerage services, location intelligence, and expansion strategy services to retailers across the country. We are seeking an entry-level real estate coordinator to join our collaborative and progressive team.

This administrative role will directly support our account managers and brokers in their efforts to deliver exceptional results to our clients.

Our real estate coordinators are a vital part of the team because they provide much of the data and information that helps drive decisions. The right candidate for this role is good at digging for information, especially when it comes to using the Internet for research. They will also be content in a role where the types of projects and tasks are repetitive, but the content is variable.

Successful candidates will ideally have:

- An interest in commercial real estate and retailer expansion strategy
- Good time-management skills and competence working in a very fast-paced environment
- Experience with GSuite, PowerPoint, spreadsheets, project management tools (we use Monday), and CRMs (we use Pipedrive)
- The ability to learn and adapt quickly, with exceptional attention to detail and organization
- Excellent written and verbal communication skills
- A high degree of professionalism
- The ability to build a great rapport with clients and colleagues
- Bachelor's degree (BA/BS) from four-year college or university preferred

Responsibilities include:

- Providing support for everyday projects such as market research, client presentations, real estate committee packages, etc.
- Frequent research projects, such as site searches and other market research requests, and keeping details logged on spreadsheet-style trackers in Google Sheets
- Preparing tour books and other client-specific information packets in PowerPoint
- Delivering detailed, high-quality work
- Maintaining accurate and detailed records through the full lifecycle of a transaction, including routine CRM updates
- Internal and client-facing communication via email, phone, Zoom, and in-person meetings

- Preparing for conferences and client tours
- Ensuring an excellent client experience by collaborating with colleagues to achieve project milestones

The Retail Strategy provides its employees with:

- Stability and opportunity in a culture that values and fosters collaboration, growth, and relationships
- Occasions to travel and attend conferences and other industry events
- The option to participate in our group health benefits, with generous company contributions towards premiums based on tenure
- PTO and paid holidays
- Flex time
- Professional development opportunities
- Career advancement developed around your skills and interests
- Monthly wellness stipend for fitness, personal care, etc.
- Employee committees
- Annual volunteer day

Salary: Flexible compensation to include base salary of \$45,000-\$55,000/year + bonus structure

This is an in-office position at our headquarters in Bee Cave.