

## TEMPORARY POSITION RETAIL ASSET MANAGEMENT COORDINATOR

### POSITION SUMMARY

Reporting to the SVP WC Leasing, the Retail Asset Management (“RAM”) Coordinator provides support to the Retail Asset Management group, primarily the West Coast Property Management, Construction, and Leasing departments. This position interacts with other departments within the company daily by responding to inquiries, directing callers to the appropriate parties and resolving issues, when possible, and provides support by working on projects and maintaining filing systems, copying, filing, and coordinating specified departmental activities, among other duties.

### QUALIFICATIONS

**Education:** High school diploma; some college preferred.

**Experience:** Minimum three (3) to five (5) years’ experience providing varied administrative support within the real estate industry, preferably within commercial/retail real estate.

**Skills:** Must possess strong verbal and written communication skills and excellent organizational ability. Must demonstrate a high degree of professionalism in appearance and phone demeanor to interact with tenants, brokers, partners, and other business colleagues. Computer literacy required to include a proficiency in the Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, and Microsoft Teams) in a Windows 2000 (or later) environment, Foxit PDF, Google mapping, Batch Geo mapping, Bluebeam (for site plans), MRI, Yardi and Zoom. Must be dependable, energetic, and able to manage multiple tasks simultaneously with minimal direction.

Must possess strong oral and written communications skills to include an articulate phone demeanor, ability to author and edit correspondence, and communicate effectively with all levels of staff and management face-to-face and via phone and email. Must be able to manage sensitive and confidential information.

Strong organizational ability required in order to manage multiple tasks with competing and sometimes stringent deadlines. Must have a strong attention to detail, with the ability to create documents, reports, presentations, etc. that are virtually error-free and ready for use by management. Must present a pleasant and professional manner, demeanor and appearance at all times in the office environment and in dealing with visitors, clients and vendors

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over the phone and email.