



Position Description

JOB TITLE	Commercial Property Management Coordinator		
REVISION DATE	12/17/2021		
LOCATION	1040 Eberly Way, Lemont Furnace, PA 15456		
REPORTS TO	Real Estate Services Manager		
DESCRIPTORS:	Exempt	Permanent	At Will
	Year-Round	Full Time	Hours/Week: 40 or more

POSITION SUMMARY

Summary: Works under the direction of the Real Estate Services Manager to manage the purchase, sale and leasing of Fay-Penn’s properties.

General Duties: In collaboration with the Real Estate Committee, and other Fay-Penn leaders and staff, ensure that Fay-Penn’s property, leases and related finances are optimally managed. Responsible for negotiating agreements, managing leases, showing and selling properties, searching for new property acquisition opportunities, and networking with other real estate brokers and broker organizations.

KEY ACCOUNTABILITIES AND DUTIES

- Managing the purchase, sale, and lease of Fay-Penn’s properties.
- Oversee all aspects of transactions from initial contact to executed lease or purchase/sale agreement.
- Prepare all listing resources: pre-listing presentation, listing agreement, sellers’ disclosures, comparative market analysis, online property profile, research old multiple listing service (MLS) listings and etc. as well as maintain a general knowledge base of all Fay-Penn properties, taxes, zoning, utilities, municipal locations, etc.
- Manage MLS and marketing websites as needed, coordinate showings and obtain feedback.
- Maintain Fay-Penn’s client database with all necessary lease, purchase or sales information.
- Monitor real estate income and expenditure, as well as tracking collection of payments.
- Scout and identify potential clients with property needs.
- Determine rental income and negotiate lease agreements, with or without tenant fit-out needs; Gather estimated costs from others for fit-out costs and include within the lease rate.
- Present lease and property sale agreements to the Real Estate Committee for final approval.
- Keep organization informed on taxes, occupancy rates, and lease expiration dates.
- Resolve complaints from tenants.
- Assist in preparing financial statements and records.
- Schedule, coordinate and attend closing process.
- Schedule 30 and 90 Day client customer service follow-up calls to ensure there are no issues with leased space.
- Report to Real Estate Committee routinely.
- Carry-out other related duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES/ATTRIBUTES

- Extensive experience in property purchases, sales, rentals, and leasing.
- Experience in negotiating contracts and determining rental rates.
- Understanding of ANSI/BOMA standards, property law, taxes, and best practices of property management.
- Experience in Microsoft Office Suite, including Excel, Word, and PowerPoint, Google Workspace (Gmail, Drive, Sheets, Docs), Cloud Docs or related software.
- Ability to thrive in a fast-paced team environment as well as an independent self-starter and able to rapidly adapt to changing circumstances.

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Attention to detail and the ability to organize.
- Personal qualities of integrity, credibility, and dedication to the mission, vision, and values of Fay-Penn.
- Professional appearance and demeanor, especially during client interaction or other business events.

EDUCATION/EXPERIENCE

Required:

- Bachelor's degree in Business Administration, Real Estate, Finance, or related field required.
- A minimum of five years' experience in commercial real estate or similar role required.

LICENSING/CERTIFICATIONS

Preferred:

- Real Estate License

WORKING CONDITIONS/PHYSICAL DEMANDS

- Using a personal vehicle frequently will be required for showing and visiting properties. Must possess and maintain a valid driver license, registration and required vehicle insurance.
- Able to travel for Fay-Penn business conferences and events, training programs, and projects that may include overnight stays.
- Standard work week, but will require some evening, weekend, and other additional hours to accommodate activities such as board meetings or representing the Fay-Penn at public events.
- Position involves sitting in an office most of the time, but also general bending, stooping, reaching, and walking. The operations of Fay-Penn may sometimes take employees to non-standard workplaces.
- Sensory perception must be sufficient with or without assistive devices to read computer screens, data reports, manuals and other documents, and to hear a conversation at normal volume, including in person and phone calls. Speech must be coherent to clearly convey or exchange information.
- Lift up to 25 lbs.