



## **PROPERTY COORDINATOR**

### **ERES COMPANIES | FORT WORTH, TX**

#### **COMPANY OVERVIEW**

Founded in 2014, ERES Companies is one of the fastest growing and unique real estate firms in the world. Unlike other commercial real estate service providers, ERES provides a truly vertically integrated approach to meet a multitude of real estate needs seamlessly controlling projects from start to finish. Leveraging the comprehensive power of our service lines, we are enabled to research, analyze, and provide the most efficient, cost-effective solution available for our client's real estate investments. This translates to peace of mind in knowing that their needs, timeline, and budget are being considered at every phase of their project. Our collective commitment to excellence, hard work, and creativity has resulted in a rapid firm expansion that has led ERES to complete thousands of successful projects both domestically and internationally, represent over five million square feet of commercial space and more than \$1 billion in real estate value, and manage over 6,500 multifamily and industrial units.

Our sophistication and expertise, combined with our small company values and client-centered approach, have provided us opportunities to partner with best-in-class, global corporate clients, including several Fortune 500 companies, in solving some of their largest and most challenging real estate issues. ERES is currently comprised of over 150 dedicated professionals working tirelessly to provide the finest all-inclusive real estate services in key secondary and tertiary markets across the globe. Always opportunistic about expanding operations, we have twelve domestic and international office locations in Denver, CO (headquarters), Williston, ND, Bozeman, MT, Grand Junction, CO, Fort Worth, TX, Houston, TX, Midland, TX, New York, NY, Washington DC, Los Angeles, CA, Guyana, Georgetown and Neuquén, Argentina.

#### **THE OPPORTUNITY WITH ERES**

We are currently looking for a full-time Property Coordinator to join our team in Fort Worth, TX. The primary responsibility of this role will be to assist an account team in coordinating client owned and leased properties across North and South America. This includes helping the account team and the client with booking stays at the properties, lease review and administration and preparing, implementing and adhering to the approved strategic plans, and individual and overall budgets.

#### **RESPONSIBILITIES:**

- Work with team in preparing the consolidated annual budget for all properties; reports to client/owner regarding monthly financials, operations analysis, and leasing activity reports for all locations
- Owns and manages lease database. Processes and verifies all charges for rent, expenses, utilities, etc. associated with client's office building leases
- Assists Commercial Project Managers with a wide variety of real estate transactions including property purchases and sales, leases, subleases, renewals, extensions, amendments, relocations, consolidations, and other property dispositions
- Assists Construction Project Managers with administration duties and invoicing
- Assists team with controlling and approving the procurement and expenditure processing

- Performs customer service duties, such as assisting tenants, residential property managers, and client management by telephone or email
- Manages all residential and workforce housing customer service related issues on behalf of the client and acts as liaison for HR, Security, Employees, Contractors and Property Managers
- Prepares invoices, account statements, requisitions, reports, spreadsheets, and other records for residential tenants and other auxiliary services
- Monitors utilization of residential and workforce housing and prepare recommendations to client for renewals/terminations
- Help negotiate service contracts with any outside vendors to achieve the highest levels of performance at the lowest cost in compliance with ERES values, standards and guidelines for business conduct
- Supports leadership in a commitment to achieve ERES and client expectations for service and business objectives and consistently upholds and applies the company's policies regarding appropriate professional behavior to ensure that the values of the firm are exhibited by the actions of the staff.
- Cross-train to perform other related duties as needed to support the account team in delivering the required services to the clients

#### **REQUIRED KNOWLEDGE AND EXPERIENCE:**

- Bachelor's degree; or at least 2 years of experience in Real Estate or Property Management
- Breadth and depth of experience in leasing, accounting, and customer service
- Excellent technical, interpersonal, and analytical skills required
- Excellent written and oral communications skills required
- Strong computer and systems knowledge
- Detail oriented, organized and ability to manage multiple projects and deadlines

#### **SAFETY**

- Perform all work with forethought as to risk avoidance and within the safety of staff and tenants alike in mind.
- Notify Direct Supervisor of any incidents or situations that may result in an insurance claim on the site.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Knowledge of relevant occupational health and safety regulations and standards associated with property management. Perform all activities in compliance with Company policies. Ability to interact well with the general public and clients in a polite and courteous manner and in accordance with the Company's Code of Conduct. While performing the duties of this job, the employee is regularly required to talk or hear, drive, bend, lift and sit at desk in office for long periods at a time. File, stack and sort.

JobType: Full-time

#### **EEO STATEMENT**

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

### **SUBMISSION**

Cover letters should clearly outline relevant experience and its applicability to this role. Qualified candidates may submit a resume and cover letter to Jayde Bonnell at [jayde.bonnell@erescompanies.com](mailto:jayde.bonnell@erescompanies.com).