



ACCOUNT COORDINATOR

ERES COMPANIES

Fort Worth, TX – Hybrid Office Schedule. Please do not apply if you are not located in the area.

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 \$3 billion in real estate value, and manage over 8,000 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 nine domestic and international office locations in Sarasota, FL (headquarters), Denver, CO, Grand Junction, CO, Williston, ND, Bozeman, MT, Fort Worth, TX, Midland, TX, New York, NY, and Neuquén, Argentina.

ABOUT ERES CAPITAL

ERES Capital is a full-service real estate investment and development platform operating both domestically and internationally. Our core focus is on fast-growing secondary and tertiary markets where we seek unique, off-market opportunities across hospitality, healthcare, industrial and education verticals. We pride ourselves in identifying hard to find, off market deals that fit our investment criteria and can garner above average, risk-adjusted returns across market cycles. Such opportunities could include special situations, value-add, or even ground-up developments with unique market characteristics. The ERES Capital team approaches each project with a tailored methodology that reflects the distinctive character of the asset, its location, the target audience, the estimated project timeline and the investor's financial goals.

THE OPPORTUNITY

Job Summary

As the Account Coordinator you will assume a pivotal role in maintaining strong client relationships and ensuring the seamless coordination of projects, encompassing not only project management but also budget planning and forecasting. This multifaceted position requires a unique combination of communication prowess, project coordination expertise, and financial acumen.

Essential Duties and Responsibilities

- Client Communication: Establishing open lines of communication with clients to deeply understand their needs, objectives, and concerns, ensuring their expectations are effectively managed throughout the project lifecycle.
- Project Coordination: Coordinating and overseeing various client projects from initiation to successful completion. This includes managing timelines, resources, and deliverables, while maintaining a keen focus on quality.
- Relationship Management: Building and nurturing strong client relationships by proactively engaging with clients, addressing inquiries promptly, and delivering exceptional customer service to foster trust and lasting partnerships.
- Budget Planning and Forecasting: Collaborating closely with project teams to analyze project requirements and create detailed project budgets.
- Risk Management: Using historical data, market trends, and project specifics, you will also forecast potential financial scenarios, enabling proactive adjustments and risk mitigation strategies.
- Documentation: Creating and maintaining comprehensive project documentation, reports, and records related to client interactions, project progress, and financial aspects to ensure efficient collaboration within the team.
- Problem-Solving: Identifying potential challenges within projects, whether related to project execution or budgetary constraints, and working collaboratively with cross-functional teams to develop innovative solutions.
- Collaboration: Partnering with internal departments such as sales, marketing, design, and production to foster consistent communication and alignment on client needs, project objectives, and financial considerations.
- Financial Reporting: Generating detailed financial reports and analyses that offer insights into project performance, budget utilization, and potential cost-saving opportunities, aiding informed decision-making.
- Upselling and Cross-Selling: Recognizing opportunities to expand the scope of services offered to clients and liaising with the sales team to capitalize on upselling and cross-selling potential.

In this role, you will be the bridge between client satisfaction and financial success. Your ability to effectively manage projects, communicate with clients, and navigate financial considerations will contribute significantly to the organization's growth and reputation. Your attention to detail, strategic thinking, and dedication to client and budgetary needs will be instrumental in driving successful project outcomes and fostering enduring client relationships.

Position Requirements: Skills & Experiences

- 2+ years of experience in project coordination, account management, or a related role.
- Demonstrated experience in client-facing positions and managing client relationships.
- Familiarity with budget planning, financial analysis, or forecasting is a plus.
- Exceptional communication skills, both written and verbal.
- Strong organizational and multitasking abilities to manage multiple projects concurrently.
- Proficiency in project management tools and software.

- Attention to detail, with the ability to identify and address potential project and financial risks.
- Solid problem-solving skills, with the ability to find creative solutions under pressure.
- Strong interpersonal skills to effectively collaborate with cross-functional teams and clients.
- Analytical mindset with the ability to interpret financial data and make informed decisions.
- Proficiency in Microsoft Office Suite, especially Excel for budgeting and reporting.
- Client-focused mindset with a strong commitment to delivering exceptional customer service.
- Proactive and self-motivated, able to take initiative and drive projects forward.
- Adaptability and flexibility to navigate changing project requirements and priorities.
- Team player with the ability to collaborate and contribute to a diverse team environment.
- Strong work ethic and dedication to meeting deadlines and project objectives.
- Business acumen with an understanding of how project success impacts overall organizational goals.

EEO STATEMENT

ERES is an equal opportunity employer and committed to developing and maintaining a diverse workforce. ERES 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.