

## Commercial Real Estate Leasing Coordinator

### Summary

The Commercial Real Estate Leasing Coordinator provides marketing support and administrative support to the Commercial Real Estate and Leasing Department. Because the team members and department leadership are often engaged in business outside the office, the candidate must be a self-starter who is comfortable taking charge with limited direct supervision. This position interacts with numerous internal and external customers on a regular basis. Exceptional communication skills both face-to-face and in writing are essential. There will be occasional travel to project sites, as needed, to support various leasing initiatives. Most travel will be conducted during the day and will rarely, if ever, include an overnight stay.

### Job Responsibilities (responsibilities may include but are not limited to the following)

- Maintain an inventory of available first-generation and second-generation tenant spaces across the Crawford Hoying portfolio and regularly audit rent rolls for accuracy
- Advertise for-lease and for-sale properties through a variety of digital and print marketing avenues, including CoStar, LoopNet, Crexi, and Catylist, as well as conduct regular audits of property listings on corporate websites
- Serve as primary point of contact with third-party listing sites and other vendors, with responsibility for relationship and contract management
- Research and analyze market data on lease terms, rates, and opportunities, and prepare reports as needed using various digital platforms, including PlacerAI
- With cross-departmental support, track pending lease expirations, renewal options, termination options, exclusives, and other relevant tenant milestone dates
- With cross-departmental support, coordinate leasing signage, including temporary graphics, directories, and wayfinding
- Maintain an inventory of, and regularly audit, Crawford Hoying external leasing signage at properties
- Using a brand-standard template, create marketing materials for commercial leasing activities
- Coordinate property photos and access requirements, and maintain a database supporting this initiative
- Support the Tenant Improvement Manager with general coordination and miscellaneous tasks, as needed
- Create recurring meeting agendas with stakeholder input; take meeting notes and distribute the minutes
- Organize leasing events throughout the year, as needed
- Perform other duties as assigned

### Performance Objectives (objectives may include but are not limited to the following)

- The 7 Core Values that Crawford Hoying has established to maintain its desired culture
- Communication response time and professionalism
- Ownership and accountability
- Face-forward interaction and engagement with clients, partners, and other departments
- Willingness to take on projects and learn a variety of concepts, practices, and procedures

**CRAWFORD HOYING IS A PROUD EQUAL OPPORTUNITY EMPLOYER**

6640 Riverside Drive, Suite 500 | Dublin, OH 43017 | tel 614.335.2020

[www.crawfordhoying.com](http://www.crawfordhoying.com)

### Preferred Knowledge, Skills, Education, and Experience

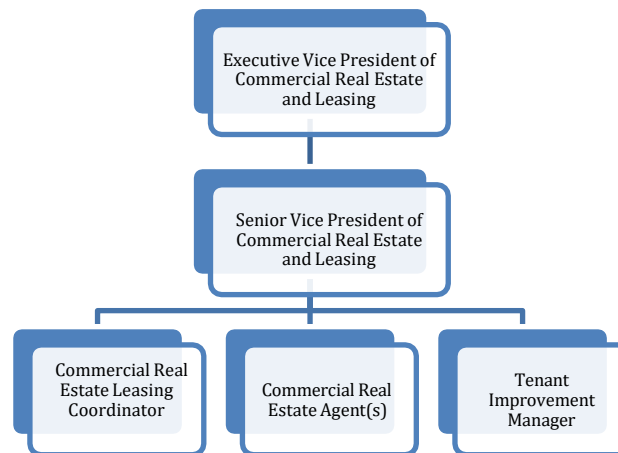
- 3-5 years of experience in real estate, sales, or a related field
- Ability to thrive in a fast-paced, ever-changing environment
- Strong analytical, organizational, problem-solving, and multitasking skills
- Excellent written and verbal communication skills
- Experience with project software management ([Monday.com](http://Monday.com) preferred)
- Experience with listing platforms (CoStar, Crexi, and Catylist preferred)
- Experience with the Adobe Creative Suite and/or Canva
- Proficiency in Microsoft Office products, including Excel, Word, and PowerPoint
- Bachelor's degree in business, marketing, or a related field
- Valid driver's license and reliable transportation

### Work Environment

The Commercial Real Estate Leasing Coordinator is based out of the corporate office but is often onsite at properties. Core work hours are 8:00 am to 5:00 pm, Monday through Friday. Some evening and weekend hours may be required at times throughout the year. This individual must be willing to work a flexible schedule when needed.

### Reporting Structure

The Commercial Real Estate Leasing Coordinator reports to the Senior Vice President of Commercial Real Estate and helps support the department head, the Tenant Improvement Manager, and the Commercial Real Estate Agents, who will assign work at times.



### Physical Requirements

The candidate's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position and for conformance with all professional standards defined for this position. This position frequently requires standing, walking, sitting, and reaching with hands and arms. It may require lifting up to twenty-five pounds. This employee must be able to drive throughout the workday.

**If you are interested in applying for this position, please email your resume to [hr@crawfordhoying.com](mailto:hr@crawfordhoying.com).**

**CRAWFORD HOYING IS A PROUD EQUAL OPPORTUNITY EMPLOYER**

6640 Riverside Drive, Suite 500 | Dublin, OH 43017 | tel 614.335.2020

[www.crawfordhoying.com](http://www.crawfordhoying.com)