

Job Description



Job Title: Asset Management Coordinator **Reporting To:** Vice President of Real Estate Asset Management
Job Function: Asset Management Support **Job Location:** Cleveland, Ohio

Summary:

The Asset Management Coordinator will be responsible for providing support to the Real Estate Asset Management (“REAM”) team. The ideal candidate will be detail-oriented, possess superior knowledge and advanced skills in the Microsoft suite of products including Word and Excel, and be a true team-player, willing to support wherever needed. This role will be a member of the REAM team and work closely with the Legal and Project Management teams.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Asset Management Coordinator.

Essential Duties and Responsibilities:

- Support end user functionality of Real Page’s Portfolio Asset Management software with both internal and external groups.
- Support the ongoing and monthly import of data including troubleshooting file formatting and data issues. Ensure system data is scrubbed for accuracy.
- Prepare property and portfolio-level reporting packages that track actual performance against budget and reforecasts of property cashflow.
- Track, coordinate and follow up on departmental activities, including lease documentation, contracts, property level requests, etc.
- Play a key role in transitioning new assets from Project Management to Asset Management including new property onboarding, property manager orientation, establishing bank accounts, management agreements, reporting, etc.
- Create, file, and/or maintain:
 - REAM department files, including assisting with lease documentation.
 - Maintain documents in the company’s internal document management system.
- Advanced user of the Microsoft suite of products including Excel.
- Draft letters and documents; collect and analyze information.
- Research, as assigned by members of the REAM department.
- Miscellaneous administrative duties as assigned.

Education / Experience:

- A high school diploma required, bachelor’s degree preferred.
- 3+ years’ experience providing administrative support in a business-related field. Experience working in a real estate asset management organization preferred.

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Knowledge Skills & Abilities:

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Strong Initiative along with a willingness to jump in and solve problems.
- Self-directed and able to work well cross-functionally with individuals at all levels of the organization.
- Strong team player with the ability to work harmoniously with others.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Creative, innovative, and adaptable to changing conditions in a fast-paced environment.
- Ability to think and work independently.
- Excellent time management skills.
- Ability to keep information confidential.
- Results-oriented and detail-oriented with a passion to excel.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Display utmost professionalism at all times.
- Exercise sound judgment.
- Meet deadlines.

Computer Skills:

- Extreme proficiency with Microsoft Office software (Outlook, Word, PowerPoint, and Excel).
- Be comfortable using online software for CRM administration and conducting research.
- Experience creating reports in a CRM system preferred.
- Experience with real estate asset management software such as MRI, Yardi, or Real Page preferred.
- Experience with document management systems preferred.
- Fast, proficient and accurate keyboarding skills.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.