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**Job Description – Tenant Coordinator**

**TITLE: Tenant Coordinator**

**SUPERVISOR: Senior Vice President – Construction & Development**

**THE ORGANIZATION:** Greenberg Gibbons (GG) is a privately held retail-led mixed-use real estate investment and development firm. Founded over 50 years ago, GG is one of the largest and most prestigious private real estate companies in the Mid-Atlantic region currently owning and managing in excess of 6.5M square feet. GG’s portfolio includes award-winning town centers, shopping centers and mixed-use properties. GG is committed to continued growth throughout the Mid-Atlantic and Southeast U.S. through development, acquisitions and joint ventures. For more information on the company, visit us at [www.ggcommercial.com](http://www.ggcommercial.com).

**PURPOSE OF THE POSITION:** Greenberg Gibbons is seeking a Tenant Coordinator to be responsible for managing Tenant delivery requirements, construction budget, and dates within each lease from pre-lease negotiations through the design and construction process throughout our retail mixed-use portfolio. This position will coordinate across disciplines, working with leasing, property/asset management, building engineers, construction managers, and outside design and engineering consultants though every stage of the leasing and tenant construction process. The Tenant Coordinator will track and assist tenants from lease negotiations to construction completion, assuring that spaces are opened within expected timelines and held to a high design standard.

**Responsibilities will include, but are not limited to**:

* Point of contact for all tenants under construction, tenant’s general contractor, sign vendor and architect.
* Provide guidance for tenant’s lease, construction exhibits, letters of intent and landlord work letters.
* Monitor, maintain, and enforce approved tenant criteria.
* Obtain complete plans and specifications from the tenant in accordance with the requirements of the lease. Review and provide comments and corrections to tenant plans. Follow up with tenant to make sure the plan corrections are implemented.
* Advance progress of tenant’s construction against dates set forth in the lease, through final inspections and tenant opening.
* Become familiar with and understand the relevant jurisdictions/permitting office requirements in submitting and tracking of permits.
* Maintain a comprehensive project tenant schedule focused on meeting budgeted costs and rent commencement dates.
* Direct and manage the tenant plan review and permit process.
* Confirm that the tenant’s build-out aligns with the approved plans and specifications for the job.
* Coordinate the payment of construction allowances due per the lease. Review invoices and lien releases.
* Prepare budgets for tenants where landlord work is involved and deliver the project on budget.
* Engage general contractor and other contractors/vendors for tenant construction projects to be performed by the Landlord, including all contract creation and negotiation.
* Coordinate all tenant tie-ins to the landlord system.
* Coordinate tenant schedules and design with Development and Operations to ensure a smooth flow of timely delivery and completion of tenant spaces within the required lease and budgeted rent commencement dates.
* Oversee and conduct tenant construction owner, architect and contractor (OAC meetings).
* Maintain strict adherence to the budgetary guidelines that have been set for the project.

**QUALIFICATION STANDARDS**  
**Education & Experience:**

* 1-3 years of relevant experience (Construction, Tenant Coordination, etc.)
* Architectural, construction, engineering or related degree preferred.
* Retail real estate construction experience preferred.

**Required Skills & Abilities:**

* Excellent organizational skills with the ability to prioritize and multi-task.
* Develop, maintain, and strengthen collaborative relationships across various departments (Legal, Leasing, Property Management) as well as within the Construction Department.
* Results & Budget-oriented and prioritizes projects to meet required deadlines. Manages several projects and tenants under pressure while focusing on the company strategy and end-result.
* Consummate team player and willing to step in to assist team members proactively or when called upon.
* Customer/client centric with prompt and professional responses.
* Strong communication, problem avoidance and problem-solving skills
* Self-sufficient with a strong sense of urgency and able to prioritize

This is an exciting opportunity to work with a well-established and growing company. Greenberg Gibbons is an equal opportunity employer.

Qualified candidates may send a resume in MS Word or PDF format to:

Kendra Chaudry [kchaudry@ggcommercial.com](mailto:kchaudry@ggcommercial.com).