



**CLIENT SERVICES COORDINATOR
CBRE NATIONAL RETAIL PARTNERS – CHICAGO**

The National Retail Partners - Midwest team was formed in 1996 and is comprised of six brokers including four specializing in primary and institutional grade multi-tenant centers and two focusing on single tenant facilities and smaller, private market properties. The team also includes dedicated support individuals who have key functional responsibilities. Since its formation, the team has become recognized as a leader within both CBRE and the industry, having sold over 800 properties with gross consideration in excess of \$11 billion. Property types include power, community and neighborhood shopping centers, regional malls, specialty centers and unanchored strip centers in primary, secondary and tertiary markets nationally with an emphasis on the Midwest.

The professional that we are seeking will be an integral part of this team and will report directly to one of the senior brokers that specialize in primary and institutional grade multi-tenant centers. This person will be involved in many aspects of the business development and marketing process and obtain/maintain key market information that is crucial to the success of our business. It is important that this person be able to handle multiple tasks and thrive in a high-energy environment. Greater detail on various responsibilities are listed below:

GENERAL RESPONSIBILITIES

- Work with a designated senior broker in developing strategies for business development and marketing execution.
- Enhance and augment the broker's efforts ensuring excellence in proficiency, information, organization, communication and client satisfaction. Ensure that the broker's output is at or above quality standards established by the team and the industry.
- Develop a network of service vendors (aerial photographers, printers, etc.) and generate multiple competitive bids for various tasks so that costs are minimized without jeopardizing quality standards.
- Ensure that tasks are accomplished within targeted timeframes.

MAINTAIN INFORMATIONAL DATABASES

- Update property ownership and sales comparable team databases and ensure that they are accurate and up to date.
- Explore features of Salesforce and implement techniques to increase utilization, organization and communication.
- Maintain the team web site.

BUSINESS DEVELOPMENT

- Perform required research, writing and overall development of business marketing proposals and general business presentations.
- Research and write market summaries, including but not limited to, topics such as shopping center sales activities, pricing trends, debt availabilities, retailer trends, etc.
- Design and develop promotional materials including ICSC convention materials, year-end deal announcement summaries, etc.

FINANCIAL ANALYTICS

- Assist financial analysts with Argus and Excel financial modeling.

MARKETING CAMPAIGNS

- Work with graphic artists to develop creative introductory fliers, offering memorandums and Internet-based marketing materials and critique existing formats and recommend alternative concepts. Marketing materials will pertain to individual property sales, small (five properties and less) and large portfolio offerings.
- Research, prepare and write various components of the offering memorandums including:
 - competitive property profiles
 - trade area definition and description
 - traffic counts
 - trade area demographic reports and maps
 - location and competitive property maps
 - ground and aerial photographs
 - site and leasing plans
 - site and property descriptions
 - tenant profiles
 - general market overviews
 - executive summaries.
- Administer the collection of appropriate documents for deal files (listing agreements, sales contracts, closing statements, key correspondence, vouchers, etc.).
- Prepare deal summaries for the broker that outlines key information relative to the particular property(s) being marketed.
- Contact some potential buyers to ensure they are aware of the properties being marketed.
- Post properties being marketed to CBRE Internet based systems and subsequently maintain the information to ensure that appropriate updates are made on a timely basis.
- Prepare buyer lists in Excel or alternative software as a means for broker and sellers to monitor activity levels.
- Develop periodic reports summarizing the marketing activities undertaken and the results attained for specific marketing campaigns and provide them to sellers.
- Design, create and distribute closed deal announcement materials.

REQUIREMENTS/SKILLS

- College degree. Marketing or real estate curriculum preferred.
- Strong writing, communication, time management and mathematical skills
- Strong work ethic and ability to handle multiple tasks and work independently
- Must be comfortable on the phone and in-person with clients, brokers, vendors, etc.
- Proficiency with various computer software:
 - MS Office (Word, Excel, PowerPoint, Outlook, Adobe, InDesign, PhotoShop and Illustrator)
- Illinois Real estate license (within four months of hire date)