

FIRST GULF

Position: Tenant Projects Coordinator

Reports to: Manager, Tenant Projects

Reporting to the Senior Manager, Tenant Projects the Tenant Project Coordinator will be responsible for the end-to-end coordination of tenant installations within First Gulf's retail assets portfolio.

Duties and Responsibilities:

1. Management of retail tenant installations, in coordination with Leasing, Estimating, Development and Project Management, as required.
2. Review of prospective deals with Leasing and consultation on scope of Landlord's work in order to facilitate lease negotiations.
3. Lead multi-discipline meetings and maintain records in order to ensure continuity in project related information and execution.
4. Coordinate with Estimating Department to determine and establish value of Landlord's work.
5. Review lease documentation to ensure Landlord's Work is completed as specified.
6. Process and coordinate design services, when required.
7. Expedite receipt of Tenant's design drawings and qualifications, approval of same.
8. Coordinate with Development, to ensure permits are acquired in a timely manner.
9. Project manage Tenant installations at buildings where base building construction is complete.
10. Coordinate with Construction Project Managers in buildings where base building construction is not complete.
11. Issue CO's and SI's to Construction Project Managers, as required.
12. Ensure invoicing is issued to owner, and follow up to verify payments are received.
13. Attend site meetings/visits as required.
14. Resolve site issues and advise appropriate personnel of any issues relating to project.
15. Coordinate completion of deficiencies as required.
16. Ensure all pre-construction and project close out documentation is acquired.
17. Issue notices to Tenants, as required per lease obligations.
18. Create processes and policies for future growth.
19. Maintain and develop proper turnover documentation to ensure first class tenant experience.
20. Deliver excellent customer service.
21. Ensure internal communication is effective, by coordinating with all necessary departments to maintain open channels of communication.
22. Apply the strictest of professional standards and assist with any related tasks, as assigned by the Senior Manager, Tenant Projects or Vice President, Property Management and Operations.

Skills and Qualifications:

- 3 years experience in construction/property management industry
- Works well independently
- Excellent organization skills
- Excellent verbal and written communication skills
- Ability to work well under pressure
- Team player