



REAL ESTATE COORDINATOR

The Real Estate Coordinator is responsible for providing administration support to the real estate team, diligent follow up for Corporate, Joint Venture and Franchise markets, ensure site specific data is up to date and accurate, and maintaining reporting as required.

Reports To: SVP, Real Estate
Salaried: Salaried Non-Exempt

Corporate and Joint Venture Markets

- Maintaining accuracy and data of current Corporate and JV real estate pipeline.
- Maintaining accurate tracking of all sites currently in process.
- Maintaining Site Evaluation Summary Sheets and Database.
- Review and process individual site specific packages.
- TI Schedule Summaries and Collection.
- Update and maintain Lease Summaries.

Franchise Markets

- Assist in updating reports for franchise real estate pipeline.
- Maintaining accurate tracking of all sites currently in process.
- Assist in communicating with franchisees, corporate real estate team and brokers to ensure timely data collection.
- Facilitation of Franchise Site Evaluation Submissions and Review Scheduling.

General Responsibilities

- Mapping/ Presentation: Create competitive, retail, customer and other maps using GIS and Google application software, assemble analysis, run demographical data, customer counts and additional data as required for market or site specific locations.
- Update and maintain weekly and monthly reports (Weekly updates, Store Attributes, TI Allowance, etc.).
- Assemble, verify and process real estate packages for approval.
- Files: Create and maintain all real estate project files electronically and a hard copy, organize and accurately file necessary documentation for all projects.
- Process invoices for all real estate transactions.
- Assist in streamlining real estate procedures and system implementations.
- Maintain confidentiality as specified by Smashburger Master LLC Confidentiality and Non-Disclosure Agreement.
- Other duties as assigned.

QUALIFICATIONS AND SKILLS:

- Project administration and date tracking.
- Excellent verbal and written communication skills
- Goal oriented with the ability to work with various departments and field operators.
- Excellent organizational and time management skills
- Intermediate in Microsoft Word, Excel, PowerPoint and MS Outlook.
- Ability to communicate clearly and concisely, both orally and in writing.
- Strong customer service skills required.
- Team player/Can-do attitude
- College degree