

**POSITION: PART TIME – TENANT SERVICES
COORDINATOR**

One of the leading suburban Real Estate Companies has a part time opportunity (24-30 hours per week) available to assist a Property Manager in the Northwest Suburbs. You will work closely with the building tenants, engineers and contractors. Computer literacy required, with proficiency in MS Office, Excel and Word.

Responsibilities include answering telephones, correspondence and other tasks as assigned. We are seeking an individual who is a problem solver and possesses a positive attitude. Prefer 1-2 years' experience but will consider related experience.

Please fax or mail resume with application (which can be found at www.hamiltonpartners.com) and salary requirements to:

Hamilton Partners, Inc.
300 Park Blvd. Suite 201
Itasca, IL 60143
Attn: Debbie Decker
Fax: 630-250-4858

No calls please. Resumes will be taken through 8-25-2018

Any referrals must download application and fax/mail with resume, to Debbie Decker.