

## **POSITION: TENANT SERVICES COORDINATOR**

One of the leading suburban Real Estate Companies has an opportunity 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, Word, Yardi and MRI. 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. We offer excellent compensation and benefits. Please fax or mail resume with application (which can be found at [www.hamiltonpartners.com](http://www.hamiltonpartners.com)) and salary requirements to:

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

No calls. Resumes will be taken through October 31, 2019

Any referrals must download application and fax/mail with resume, to Debbie Decker. If any HP employee is interested please notify Debbie Decker.