

## **Land Services Coordinator**

### **Company Overview:**

Headquartered in Bryan/College Station, Texas with an office in Houston and San Antonio, Oldham Goodwin Group, LLC, is a fully integrated commercial real estate firm offering comprehensive brokerage, development, management and advisory services throughout the state, specializing in retail, office, industrial, land, multifamily and hotel property types.

Join a dynamic and rapidly growing firm that offers an inclusive and collaborative environment with supportive teammates. The Land Services Coordinator will provide administrative support to the Managing Director of Land Services as well as project coordination, real estate marketing, transaction support and due diligence advisory for the Land Services Team. Land Services is responsible for securing new clients and land listings across the state. Responsibilities to include the following.

- Support the contract process by editing, distributing, tracking, and updating contracts.
- Add listing / property information, contracts and leases into the CRM.
- Draft Listing Agreements/Listing Renewals for the team as well as track expiration dates.
- Act as the team point of contact for general inquires and requests.
- Assist with planning presentations as needed, including producing Power Point presentation material and supporting documents, assemble presentation materials, etc.
- Order / remove signs in coordination with appropriate person.
- Edit, proofread and finalize marketing collateral for agents.
- Ensure all property information is entered and updated in appropriate marketing venues (LoopNet, LOA, MLS, etc.).
- Create prospecting databases as well as marketing campaigns for the team.
- Provide activity reports or owner reports on a monthly basis.
- Ensure all agreements, contracts and leases are executed correctly and saved appropriately.
- Facilitate weekly team meetings.
- Review Forecast with team leader weekly.
- Serve as internal liaison between land team and corporate marketing.
- All other duties as assigned.

### **Qualifications:**

- A bachelor's degree or associate degree is preferred with relevant experience in the real estate field.
- Active Texas Real Estate License or Salesperson License.
- Excellent communication skills.

- Ability to multitask efficiently.
- High degree of responsibility, organization and initiative.
- Proficient in Microsoft Word, Excel, and Outlook. Must be able to learn new software quickly.