



Cornerstone Companies, Inc.
8902 N Meridian Street, Suite 205
Indianapolis, IN 46260

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cornerstonecompaniesinc.com

Open Position: Brokerage Coordinator

About Cornerstone: Cornerstone Companies, Inc. (Cornerstone) is a leading healthcare real estate firm, drawing on more than 35 years of experience. With an exclusive focus on the healthcare real estate industry, Cornerstone helps physicians, hospitals, and third-party owners across the nation *develop, build, lease, manage* and maximize their *investments* in healthcare real estate while providing a best-in-class patient and provider experience. To date, Cornerstone has successfully completed more than \$1.5B of medical office developments and currently manages more than 225 medical facilities, across 25 states, encompassing 11M+ SF.

We hold our fundamental beliefs and principles as core values that guide us and shape our culture. These are the three core values that we live by as we grow as a company:

Caring: Build personal relationships with our team and clients.

Creative: Develop solutions with lasting value.

Character: Manage our partnerships with the highest level of integrity.

Job Summary: Cornerstone Companies is searching for a Full-Time Brokerage Coordinator to join the Brokerage team in a growing environment at the corporate office headquarters at 8902 N. Meridian St., Suite 205 in Indianapolis, IN. Ideal candidate will have at least 3 years' experience in commercial real estate, poses excellent organizational skills, ability to prioritize, and attention to detail while managing multiple projects. This position requires strong communication skills and experience working in a fast paced, professional environment. The successful candidate must have the ability to work independently and well under pressure as well as a desire to advance.

Requirements:

- 3 years of relevant experience; commercial real estate or administrative experience
- Familiarity with real estate leasing a plus
- Strong communication and customer service skills (oral & written) to promote positive client/tenant relationships
- Advanced level of proficiency in Excel, PowerPoint, and Word
- Associates or Bachelor's degree in Marketing, Business, Communications or related field.
- Real estate license preferred. Company may offer assistance with obtaining license

Specific duties for the Cornerstone Companies Brokerage Coordinator job opportunity, include, but are not limited to, the following:

Lease Documents:

- Track all lease documents from Letter of Intent through full lease execution
- Draft Letters of Intent as needed
- Review and prepare lease packets for full execution
- Coordinate construction start, track commencement dates and coordinate commencement with property managers

Marketing:

- Track and assist with all marketing efforts including
- Mailers
- Eblasts
- Leasing signage
- Print materials
- Compile mailing lists
- Coordinate updating of floor plans
- Track marketing budget and expenditures

Events:

- Plan tenant events
- Plan and prepare for broker/physician open houses

General Leasing:

- Update information in CoStar, Loopnet, Crexi as needed
- Run reports as needed
- Update market surveys
- Track commissions payments
- Track department metrics (leases completed, inventory of available space)
- Track and publish department's quarterly and annual goals and objectives
- Track core client contacts and meetings
- Coordinate leasing meetings and updates
- Coordinate business development efforts within the Brokerage team (presentations, conference attendance, individual meetings)
- Coordinate social media/win announcements
- Track employees' real estate licensing requirements
- Prepare materials for prospect showings
- Show space as needed

Please contact Ross Goyer at 317-288-9011 or rgoyer@cornerstonecompaniesinc.com