

# **OFFICE RELATIONSHIP MANAGER**

## **KETONE PARTNERS - ARLINGTON HEIGHTS, ILLINOIS**

### **POSITION SUMMARY**

The Office Relationship Manager will lead day-to-day operations and tenant relations for co-working and business offices at The Exchange at 44 Vail located at 44 South Vail Ave. Arlington Heights, IL. We are looking for a utility player that is not afraid of technology, various responsibilities, and a positive attitude. Typical responsibilities might include, but are not limited to the following:

- Day-to-day management of the center
- Providing great customer service to clients
- Responding to and following-up with clients on a timely basis
- Working with vendors for the maintenance, cleaning and general upkeep of the facilities
- Overseeing security needs for property, updating policies and client access codes as needed
- Managing billing and invoicing related to building operations and client contracts
- Assisting in marketing and event planning
- Part-time, 9am-2pm or full-time hours available

### **QUALIFICATIONS**

- Associate or Bachelor's Degree preferred but not required
- Excellent customer service/relations skills
- Strong organization skills to juggle multiple projects and tasks

### **CRITICAL SKILLS**

- Effective written and verbal communication skills
- Winning attitude
- Computer skills including Microsoft Office
- Organizational skills to prioritize activities in a fast-paced, dynamic environment
- Relationship management capabilities
- Desire to work in a professional, fun, and productive atmosphere

### **ATTRIBUTES**

- Honest, reliable, with high integrity
- High energy and enjoys interacting with people
- Optimistic with a positive attitude and outlook
- Responsible, self-reliant, and willing to be held accountable
- High interest in client service

### **ABOUT KETONE PARTNERS**

Ketone Partners is a real estate consulting, investment and development company, providing integrated commercial real estate solutions to individuals and corporations. Additional company information can be found at [www.ketonepartners.com](http://www.ketonepartners.com).

### **CONTACT**

If you are interested in this position, please e-mail your resume and cover letter to [careers@ketonepartners.com](mailto:careers@ketonepartners.com) or attach and submit your resume through the careers tab on the website.