

CLIENT ENGAGEMENT MANAGER

KETONE PARTNERS - ARLINGTON HEIGHTS, ILLINOIS

POSITION SUMMARY

The Client Engagement Manager will lead day-to-day sales and marketing, operations and member relations for co-working and business offices at The Exchange at 44 Vail (www.44-vail.com) in Arlington Heights, IL. Responsibilities include, but are not limited to the following:

- Developing membership leads with our Director of Marketing
- Managing member and prospect prospecting and sales
- Management of the membership relationships on-site
- Providing great customer service to prospective and current members
- Responding to and following-up with members on a timely basis
- Working with vendors for the maintenance, cleaning and general upkeep of the coworking operation
- Oversee and manage member access through our online access control platform
- Ideally a Full-Time position, but we can consider a part-time job-share

QUALIFICATIONS

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

CRITICAL SKILLS

- Creative thinker
- Effective written and verbal communication skills
- Winning attitude
- Exceptional computer skills including Microsoft Office and various social media platforms
- 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. Our project website for The Exchange can be found at www.44-vail.com

CONTACT

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