Crown Castle

Title: Real Estate Project Coordinator

Location: 1200 MacArthur Blvd. Mahwah, NJ

Job Type: Full-Time (Temporary)

Compensation Type: Salary  Wage: $39,000-$42,000

Start Date: 6/30/2017

Job Description: The temporary Real Estate Project Coordinator supports a team (District, Area, or Functional group) with assigned projects and/or any of the following as assigned: correspondence, various administration tasks, tracking project deliverables, dates and monitoring deadlines; provides regular and timely reports highlighting variances as they arise.

Primary Responsibilities:

- Updates necessary tracking system(s) to ensure that project and/or program status is maintained with complete accuracy, including third party management systems
- Creates and distributes correspondence relevant to the team, project or program (internal and external)
- Assists with administrative preparation for various meetings
- Communicates all issues to management prior to reaching critical status
- Develops and maintains accurate and complete files for projects and programs; continues to monitor for integrity and completeness
- Provides ad hoc reports as requested
- Provides additional administrative support as required
- Issue vendor POs, as needed
- Various Office management functions such as supply ordering, package shipment, event coordination, office vendor coordination and payment (garbage, utilities, coffee, etc.)

Qualifications:

- Prefer Bachelor’s Degree in the following: Business, Project Management, Pre-Law but any background will be considered
- Computer skills using Microsoft Office and ability to learn a variety of tracking and project management software
- Excellent organizational/administrative skills
- Strong interpersonal skills
- Ability to thrive in a dynamic problem solving environment
- Ability to multi-task in a fast paced environment
- Customer service orientation with a strong problem solving approach

Application Instructions: Please apply online at: http://chk.tbe.taleo.net/chk06/ats/careers/requisition.jsp?org=CROWNCASTLE&cws=1&rid=9683. Do not contact the hiring manager directly.

About the Organization: Crown Castle provides wireless carriers with the infrastructure they need to keep people connected and businesses running. With approximately 40,000 towers and 26,500 miles of fiber supporting small cells, Crown Castle is the nation’s largest provider of shared wireless infrastructure with a
significant presence in the top 100 US markets. Crown Castle is an S&P 500 company and one of the largest Real Estate Investment Trusts in the United States with an enterprise value of approximately $44 billion.