



DATE: March 2018

JOB TITLE	Development/Acquisitions Coordinator	
DIVISION	Cypress Equities	EXEMPT
REPORTS TO	TBD	NONEXEMPT X

Submit a complete resume and salary expectations to careers@cypressequities.com or fax 214-283-1610.
This position is based in Dallas, TX. EOE. Principals only, no recruiters, no walk-ins, no phone calls.

Business Casual attire, free parking, Payday Bagel Fridays, and more.

Cypress Equities is recruiting for an experienced Development Acquisitions Coordinator to provide support to the Development/Acquisitions department within the company. Candidates must be efficient, thorough, have strong follow up and follow through skills, show initiative and enthusiasm for administrative work, and have excellent attention to detail.

Primary Responsibilities

- Provide various levels of administrative support needs to the Development/Acquisitions team
- Maintain and or facilitate organization of department documents, both electronically and hard copy, including organizing and auditing folder structures in the document management system in accordance with document retention procedures
- Prepare documents, reports, various materials which may include drafting correspondence, proofreading, typing, filing electronic and hard copy materials as well as presentation packaging (including graphics, charts and graphs) and spreadsheets.
- Work with various departments and teams within the organization
- Update and distribute weekly reports, consolidating information from multiple parties and maintain ongoing records of special projects
- Special projects or other responsibilities as needed

Requirements

- Bachelor's degree preferred
- Minimum 5 years' relevant experience within retail real estate development preferred acquisitions support exp.
- Administrative experience supporting management level professionals, representing the department with a professional presence and excellent communication skills
- Experience making/managing travel arrangements with/without using a travel agent to coordinate airlines, hotels and ground transportation, if needed.
- Highly proficient in MS Office, including using Outlook to manage multiple calendars and contact lists
- Intermediate proficiency in Excel with ability to create tables, charts, and graphs
- Intermediate to advanced proficiency in MS Word and PowerPoint to produce polished documents
- Excellent time management and organization skills including the ability to prioritize, support, and anticipate the needs of several managers with initiative and enthusiasm
- Demonstrates consistently positive interpersonal interactions with internal business groups and external partners