



Operations Coordinator, Maggie Daley Park

MB Real Estate

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: Salary varies based on experience

Description:

Company Overview: Founded in 1982, MB Real Estate Services Inc. is a full-service real estate organization that provides multifaceted expertise in Asset/Facilities Management; Leasing Services; Project/Construction Management; Tenant Representation; and Investment Services. Headquartered in Chicago, with a regional office in New York City, MB Real Estate is one of the fastest growing and most successful real estate providers in the country. For additional information, please visit our website at <http://mbres.com>.

Position Overview: We are seeking an Operations Coordinator to assist in management of Maggie Daley Park operations through implementation of operational procedures, conducting quality assurance walkthroughs, adherence and enforcement of MB Real Estate and Maggie Daley Park policies and procedures. The Operations Coordinator will report to the SVP/General Manager of Maggie Daley Park and must be able to work various shifts including nights and weekends.

Responsibilities:

- Conduct daily operational walkthroughs, perform routine repairs and manage inspection reports.
- Work with other departments to ensure the park functions effectively.
- Maintain Building Engines, Keywatcher system and other component software.
- Track and maintain Certificates of Insurance.
- Conduct operational meetings with subcontractors and supervise various MB Real Estate subcontractors.
- Implement new and existing park policies.
- Act as a representative agent for the Chicago Park District.
- Conduct Playground High Frequency Inspections and perform routine repairs.
- Report all operational issues to the SVP/General Manager. Report all maintenance items to Senior Operations Manager.
- Ensure cleaning, security and operational standards are implemented daily.
- Assist and communicate with Private Event Support Team.
- Communicate all operational and event information to operational vendors and SVP/General

Manager.

- Track lost and found items and respond to inquiries.
- Manage site, UTV, supplies and equipment maintenance.
- Create purchase orders in accounting software.
- Organize and assist with Fieldhouse, Park and Playground repairs as needed.
- To be expected to spend periods of time outdoors in inclement weather
- Maintain Preventative Maintenance schedules.
- Assist with coding vendor invoices.
- Review and assist with maintaining the operating budget.

Qualifications:

- Bachelor's degree or equivalent experience/education required.
- 2+ years of previous hospitality, operations and/or management experience preferred.
- Experience working with a broad range of constituencies, including a highly diverse general public.
- Excellent oral and written communication skills.
- Ability to manage time effectively, establish workflow priorities and work independently.
- Prior employment history demonstrating the ability to work in a fast-paced, high-intensity environment while managing multiple tasks and priorities and producing accurate results in a highly-organized manner.
- Must have ability to walk and/or stand for extended periods of time
- Ability to lead and motivate staff members.
- Proficiency in Microsoft based software.
- Experience working with Excel and financial reporting preferred.

MB Real Estate offers a competitive benefits package including but not limited to employee and dependent health insurance options, generous paid time off, paid parental leave, discretionary employer 401(k) match and financial wellness coaching. For consideration, please complete the online application here:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=78747f0f-ce41-4c96-842a-28f0b485b744&cclId=19000101_000001&jobId=426869&source=CC2&lang=en_US. We will contact applicants who meet our requirements. No phone calls please.

MB Real Estate is an equal employment opportunity employer. We value an environment of mutual respect and understanding. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.