# Sales & Transaction Coordinator — Commercial Real Estate

**Lee & Associates NYC | Manhattan, NY | In-Office | Full-Time**

## Position Overview

Lee & Associates NYC is looking for a sharp, organized, and proactive professional to join our Investment Sales and Capital Markets team as a Sales & Transaction Coordinator. This is a front-row seat to how major commercial real estate deals actually get done -- you'll work directly with top-producing brokers, touch every stage of the deal process, and build a real foundation in CRE.

## What You'll Do

- Create and edit offering memorandums, pitch books, broker opinions of value, flyers, brochures, case studies, and tour books
- Research ownership, landlord, tenant, and prospect data using CoStar, ZoomInfo, Reonomy, and similar platforms
- Track weekly buy/sell/transfer activity and monthly competitor listings
- Manage and update listings monthly across Buildout, CoStar, Crexi, and other platforms
- Maintain CRM data and track listing inquiries
- Build and send broker eblasts following company process
- Support due diligence workflows, including virtual data room management
- Manage calendars, scheduling, and teleconferencing for assigned brokers
- Handle word processing, Adobe Pro editing, DocuSign setup, and invoicing

## What You Bring

- 2+ years of experience in real estate sales support preferred (CRE a strong plus)
- Proficiency in Microsoft Word, Excel, and Outlook
- Working knowledge of Canva and/or Adobe InDesign preferred
- Excellent organizational skills -- you can juggle multiple deals, deadlines, and brokers
- A proactive, self-starter mindset with the ability to work independently and as part of a team
- Comfort operating in a fast-paced, deadline-driven environment

## Why Lee & Associates NYC

- Work alongside top-producing investment sales and capital markets brokers on high-profile Manhattan transactions
- Be part of a collaborative, entrepreneurial culture backed by a national commercial real estate platform with decades of market leadership
- Gain direct, hands-on exposure to how CRE deals are sourced, marketed, and closed -- invaluable experience for anyone building a career in the industry

LEE & ASSOCIATES
COMMERCIAL REAL ESTATE SERVICES