

Overview

This position supports the Property Management team in achieving their goals by providing organizational, general departmental, clerical, and administrative assistance. The tasks required of this position will require flexibility, excellent organization and attention to detail. This position will report to the Vice President of Property Management.

Responsibilities

The responsibilities of this position will vary significantly from day to day and week to week. Below is a list of likely responsibilities:

Property Reporting and Administration:

- Assist property managers with the preparation of comprehensive management reports for all management clients on a monthly basis.
- Update and maintain Asset Management books and property summary data (rent rolls, site plans, expense breakdowns, etc.)
- Maintain a file of Certificates of Insurance for both tenants and vendors.
- Update and maintain property condition reports with respect to roofs, HVAC units, parking lot, etc.
- Manage recurring manual billings (water, sewer, electric, etc)

Vendor Administration:

- Assist property managers with the preparation of vendor contracts.
- Administer the renewal of vendor contracts.
- Maintain a schedule of service contracts by property.
- Maintain and update a list of preferred vendors in each trade.

Tenant Interaction:

- Assist property managers and accounting staff with the collection of accounts receivable, including preparation of past due statements and correspondence with delinquent tenants.
- Work with property managers and handle tenant correspondence related to annual expense reconciliations.
- Update and maintain the emergency contact forms for every tenant.
- Assist with the preparation of rent commencement letters, delivery notices, etc. for new tenants.

Maintenance Management:

- Organize and participate in monthly meetings with the maintenance team.
- Field maintenance calls, dispatch in-house technicians or service vendor, and enter appropriate data into maintenance database.
- Assist with the management, billing, and reporting of open maintenance items.

Administrative:

- Provide assistance to associates with shipping (mail, overnight, or courier) or copying/scanning/printing needs.
- Set up conference room for meetings including refreshments and audio/visual equipment.
- Format letters, spreadsheets and/or proposals as requested.
- Occasionally arrange travel: flights, rental cars, and hotels.
- Maintain on site physical and digital files and prepare files for offsite storage as needed.
- Assist in gathering due diligence items for sales, acquisitions, and financing transactions.
- Assist management with special projects and other tasks as assigned.

Requirements

- Previous experience in an administrative or property management role. Commercial real estate experience is a plus.
- Advanced skills in Word, Excel, and Outlook. Knowledge of Photoshop and Adobe Acrobat Pro are a plus.
- Must be able to support multiple people and prioritize multiple deadlines in an efficient manner.
- Ability to work independently and collaboratively.
- Excellent organization skills.
- Strong verbal and written communication skills.
- Must be team-oriented and possess an “upbeat can-do” attitude.