

Property Maintenance Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$23.00 to \$26.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking a strong Property Maintenance Coordinator for a reputable company in Sacramento, CA. This position is fully onsite, Monday-Friday, 8:00AM-5:00PM and paying \$23-26/Hour dependent on experience.

The Property Maintenance Coordinator is responsible for day-to-day management of the property maintenance work order system to include administering the service request and work order lifecycle, certificates of insurance, and preventative maintenance operations, and other related administrative tasks. The Property Maintenance Coordinator will develop strong working relationships with tenants, vendors, team members, and in-depth knowledge of our systems and properties.

Specific Duties:

- Receive service call requests, enter and dispatch through the property maintenance work order software (MRI Workspeed), and follow-up to ensure timely and satisfactory completion.
- Monitor, maintain, and update tenant and property information within MRI Workspeed
- Prepare monthly reports for Property Managers and executives on status of maintenance work orders
- Assist with coordination of building access for scheduled vendor maintenance
- Track, collect, review, and enter Certificates of Insurance in MRI Workspeed
- Program preventative maintenance activities in MRI Workspeed
- Review and accurately code invoices for approval
- Assist with administration of tenant compliance with lease terms
- Assist with rent collections procedures including generation of delinquency notices
- Promote and foster positive relationships with tenants and vendors through superior service and responsiveness
- Assist with maintaining online property files
- Distribute keys to vendors and maintain key log
- Other administrative support tasks as may be directed

APPLY NOW!

Requirements

Commercial Property Management, Property Management, Commercial Real Estate, Administrative Assistance

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.

