

Property Administrator

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: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

We have an excellent opportunity for a detail-oriented and highly skilled Property Administrator! Do you enjoy helping people and providing exceptional customer service, while working on multiple, exciting projects? Then we have a great position for you!

Responsibilities

- Prepare budgets, financial documents and other reports
- Meet with prospective tenants to review leases, terms of occupancy, and/or ownership
- Gather monthly fees and rent
- Arrange maintenance, landscaping, and property repairs
- Process tenant applications, contracts, and leases
- Provide a broad range of administrative support to property managers for residential, commercial and/or community association properties
- Organize insurance requirements

Requirements

- Excellent interpersonal skills and computer competencies are essential
- Prior real estate, financial and/or contract experience preferred
- Demonstrated experience in customer service, problem-solving, complaint resolution, and negotiation

We want to hear from you if you have the right skills for this role and are available to start immediately!

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