

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: \$21.00 to \$22.00 hourly
Employment status: Contract / Temporary to Hire

Description

We have an amazing opportunity for a highly skilled and detail-oriented Property Administrator! Do you love helping people and providing exceptional customer service, while working on multiple engaging projects? Then we have a great position for you! This contract to hire position is located in Fairfax area.

Your responsibilities

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

Requirements

- Proven skills in customer service, problem-solving, complaint resolution, and negotiation
- Proficient with Microsoft Excel spreadsheets
- Experience with invoicing
- Knowledge of Yardi is a plus
- Experience with data entry
- Experience in real estate, financial and/or contract preferred
- Proven interpersonal skills and computer competencies are necessary

This position needs to be filled immediately! If your skill set matches the requirements, contact us today!

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

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

This Job Posting will expire in 10 days.