

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 love helping people and providing exceptional customer service, while working on multiple engaging projects? Then we have the perfect position for you!

Major responsibilities

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

Requirements

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

If you meet the experience expectations and have immediate availability we want to hear from you!

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Questions? Call your local office at 1.888.490.4154. 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.

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This Job Posting will expire in 10 days.

