

## 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 a wonderful opportunity for a highly skilled and detail-oriented 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!

How you will make an impact

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

### Requirements

- Excellent computer competencies and interpersonal skills are essential
- Prior real estate, financial and/or contract experience preferred
- 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!

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 works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit [roberthalf.gobenefits.net](http://roberthalf.gobenefits.net) for more information.

© 2024 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.**