

## 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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