

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: \$18.53 to \$21.45 hourly
Employment status: Contract / Temporary

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 the perfect position for you!

Your responsibilities in this role

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

Requirements

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

Qualified candidates that are available to start immediately should contact us today!

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