

Bilingual Spanish Administrative Assistant

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: \$18.05 to \$20.90 hourly
Employment status: Contract / Temporary

Description

We have an excellent opportunity for a highly skilled and detail-oriented Property Administrator! Do you enjoy providing exceptional customer service and helping people, while working on multiple engaging projects? Then we have the perfect position for you!

Your responsibilities

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

Requirements

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

Candidates that match the necessary skills and are in urgent need of employment should contact us today!

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

This Job Posting will expire in 10 days.