

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: \$20.90 to \$24.20 hourly
Employment status: Contract / Temporary

Description

We have an amazing 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 a great position for you!

Responsibilities

- Prepare budgets, financial documents and other reports
- Collect monthly fees and rent
- Process tenant applications, leases, or contracts
- Arrange property, maintenance, and landscaping repairs
- 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
- Coordinate insurance requirements

Requirements

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

If you have previous experience in this type of position and are available to start immediately, we want to hear from you today!

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