

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/14/2024



94061

Menlo Park, CA, CA, 94061

Property Receptionist

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: \$22.80 to \$26.40 hourly
Employment status: Contract / Temporary

Description

We have a wonderful 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!

Key responsibilities

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

Requirements

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

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

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