

Job Train -  
Menlo Park  
(5924)  
To:  
Employment  
Counselor  
Date:  
12/04/2023



# Robert Half®

94541  
Hayward,  
CA,  
94541

is now hiring!

Property Administrator	
<b>Benefits:</b> 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.	<b>Salary range:</b> \$25.65 to \$29.70 hourly <b>Employment status:</b> Contract / Temporary
<b>Description</b>	
We have an excellent opportunity for a highly skilled and detail-oriented Property Administrator! Do you love helping people and providing exceptional customer service, while working on multiple, exciting projects? Then we have a great position for you!	
<b>Responsibilities</b>	
- Assist in a broad range of administrative support for property managers for residential, commercial and/or community association properties	
- Handle tenant applications, leases, or contracts	
- Support preparation of budgets, financial documents and other reports	
- Arrange maintenance, landscaping, and property repairs	
- Collect monthly rent and fees	
- Discuss leases, terms of occupancy, and/or ownership with prospective tenants	
- Organize insurance requirements	
<b>Requirements</b>	
- Proven customer service, problem-solving, complaint resolution, and negotiation skills	
- Excellent interpersonal skills and computer competencies are essential	
- Experience in real estate, financial and/or contract preferred	
Candidates that match the necessary skills and are in urgent need of employment should contact us today!	
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-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.	
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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.**