

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/04/2024



94541
Hayward, CA, 94541

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: \$25.65 to \$29.70 hourly
Employment status: Contract / Temporary

Description

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!

Responsibilities

- 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

Requirements

- 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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