

## 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:** \$35.63 to \$41.25 hourly

**Employment status:** Contract / Temporary to Hire

### Description

We have an excellent opportunity for a highly skilled and detail-oriented Property Administrator! This is a company that fosters teamwork and collaboration, values optimism!

### Responsibilities:

- Monthly financial reporting along with accounts receivable experience, meeting strict deadline schedules.
- Creating the budgets for the retail assets and providing recommendations on projects to increase the overall value of the property for ownership and investors.
- Inspect the property on a regular basis, noting and implementing correction of all deficiencies.
- Identify opportunities for greater efficiency and productivity, research and recommend alternative actions as appropriate.
- Maintain ethical, professional, and courteous relations with tenants and other departments in the company.
- Bi-Weekly status reports with upper management.
- Review fully executed lease documents to understand the scope of tenant and landlord work, ensuring that lease agreement parameters are followed.

### Requirements

- Bachelor's degree in business administration or related field from an accredited institution is preferred, and/or active California RE License.
- 4+ years of operations/property management (retail) experience, preferably in the shopping center industry.
- Excellent attention to detail.
- Strong initiative, interpersonal skills, and customer service/tenant relations orientation.
- Good communication skills, both written and oral
- Proficient in Microsoft Office, Excel, Outlook, and Yardi.
- Maintain a calm demeanor in emergencies.

Do you possess the right skills for this role and are available to start right away? If so, we want to hear from you. Contact us today!

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