

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



94555  
Fremont, CA, 94555

## 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:** DOE  
**Employment status:** Contract / Temporary

### Description

Growing Property Management company is seeking a dynamic property administrator to perform all administration duties related to property management of current rental properties as well as administration duties related to the development of new properties. This remarkable opportunity is being exclusively offered by Robert Half, so please do not miss out!

Duties would include:

- Monitor all tenant maintenance requests
- Coordinating and scheduling of maintenance between maintenance staff and tenants
- Inputting rents into Property-ware database
- Calling tenants with past due rents
- Tenant correspondence
- Ordering appliances as needed
- Creating tenant notices/news letters
- Maintaining tenant folders
- Occasional travel to properties to meet with inspectors/contractors
- Local municipal permitting
- Utility connection/disconnection
- Ordering items from vendors needed for development
- Ability to work with project manager
- Tax Credit Experience required

### Requirements

- Previous administration experience in a real estate environment preferred
- MS Office, MS Excel, Data Entry
- Communication proficiency (both oral and written)
- Superb organizational skills
- Sense of urgency
- Ability to multitask
- Prior experience with rental management software like Yardi
- Experience with tax credit and affordable housing

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**This Job Posting will expire in 10 days.**