

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



94587

Union City, CA, 94587

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 to Hire

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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