

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



94086
Sunnyvale, CA, 94086

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: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary to Hire

Description

We have an amazing 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 position for you!

Responsibilities

- Prepare budgets, financial documents and other reports
- Arrange insurance requirements
- Support property managers in administrative tasks for residential, commercial and/or community association properties
- Meet with prospective tenants to discuss leases, terms of occupancy, and/or ownership
- Collect monthly rent and fees
- Process tenant applications, contracts, and leases
- Arrange property, maintenance, and landscaping repairs

Requirements

- Prior real estate, financial and/or contract experience preferred
- Proven interpersonal skills and computer competencies are necessary
- Demonstrated experience in customer service, problem-solving, complaint resolution, and negotiation

Contact us today if you are available to start promptly and meet all the qualifications.

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