

Sr. Administrative Assistant

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: \$27.55 to \$31.90 hourly

Employment status: Contract / Temporary to Hire

Description

Title: Senior Property Administrator

Reporting Relationship: Reports directly to (assigned) Senior Property Manager (SPM) and/or Property Manager (PM) and Vice President (VP)

Overview/General Responsibilities: The Senior Property Administrator (SPA) position supports and assists in the management of commercial real estate in accordance with the Management Agreements. The SPA is involved in all aspects of day-to-day operations of the property, including accounting, tenant relations, maintenance and repair, security, janitorial services, landscaping, etc. The SPA works with his/her team (VP, SPM, and/or PM) to handle tenant complaints and service requests. The SPA must become familiar with the terms of tenant leases. The SPA will assist his/her SPM/PM in the "behind the scenes" preparation of annual budgets, reforecasting, reporting and financial performance of the property. The SPA's specific responsibility is to act as support to VP, SPM and PM as directed by them.

Skills, Knowledge and Personal Characteristics: The following attributes are desirable for job success: exceptional communication and organizational skills; detail oriented and accurate; customer service experience; ability to work under pressure; self-motivated and self-directed; ability to assert oneself; good time management skills; ability to work with staff/team in solving problems; and ability to take direction and function as part of a team.

SPECIFIC RESPONSIBILITIES

Property Maintenance:

Perform administrative functions for SPM/PM as requested, including typing of general correspondence, proposals, reports and lease amendments.

Assist in maintaining property management files in an orderly and efficient manner.

Maintaining the HVAC maintenance compliance program for those tenants that are directly responsible for HVAC maintenance and repairs.

Work with SPM/PM and APM in solicitation and collection of bids for various work at properties.

Prepare, route and process service contracts

Continue an ongoing familiarity of all projects to assist SPMs/PMs and APMs.

Fill in for APM, as needed, for regular, periodic inspections of properties as directed by SPM/PM (minimum of 2 times per month; 1 time per week is preferable) to ensure standard high quality appearance and provide recommendations for maintenance / upgrades as necessary.

Work with APM on learning how to complete vacancy inspections, including an appropriate checklist, as directed by SPM/PM.

Work with SPM/PM and APM to learn project walk through procedures, utilizing walk through checklist.

Responsible for maintaining and updating the tenant and vendor insurance compliance program.

Handle reprogramming of card keys, if applicable to an assigned property.

Requirements

Customer Service, Real Estate - Leasing, Communication

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