

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/17/2024



94303
East Palo Alto, CA, 94303

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: \$26.60 to \$30.80 hourly
Employment status: Contract / Temporary to Hire

Description

We have an excellent opportunity for a highly skilled and detail-oriented Property Administrator! Do you love helping people and providing exceptional customer service, while working on multiple engaging projects? Then we have the perfect position for you!

What you get to do every single day

- Attend to tenant applications, contracts, and leases
- Support preparation of budgets, financial documents and other reports
- Provide administrative support to property managers for residential, commercial and/or community association properties
- Organize maintenance, landscaping, and property repairs
- Collect monthly fees and rent
- Coordinate insurance requirements
- Meet with prospective tenants to review leases, terms of occupancy, and/or ownership

Requirements

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

We want to hear from you if you have the right skills for this role and are available to start immediately!

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