

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/15/2024



95054
Santa Clara, CA, 95054

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: \$25.00 to \$30.00 hourly
Employment status: Contract / Temporary

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 engaging projects? Then we have a position for you!

How you will make an impact

- Process tenant applications, leases, or contracts
- Assist in a broad range of administrative support for property managers for residential, commercial and/or community association properties
- Aid in preparation of budgets, financial documents and other reports
- Organize property, maintenance, and landscaping repairs
- Coordinate insurance requirements

Requirements

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

For immediate consideration, please call or text Desiree (408) 961-2983

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