

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/03/2024



95008
Campbell, CA, 95008

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: \$20.90 to \$24.20 hourly
Employment status: Contract / Temporary to Hire

Description

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

Responsibilities

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

Requirements

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

We want you to contact us today if you have the proper skill set and are able to start asap!

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