

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



94030
Millbrae, CA, 94030

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: \$32.30 to \$37.40 hourly
Employment status: Contract / Temporary

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 a position for you!

What you get to do every day

- Coordinate insurance requirements
- Attend to tenant applications, contracts, and leases
- Organize maintenance, landscaping, and property repairs
- Assist in a broad range of administrative support for property managers for residential, commercial and/or community association properties
- Gather monthly rent and fees
- Aid in preparation of budgets, financial documents and other reports
- Discuss leases, terms of occupancy, and/or ownership with prospective tenants

Requirements

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

If you have the right skills for this role and are available immediately, we want to hear from you - contact us today!

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