

Property Administrator

Job Summary

A full-time position assisting the Property Management team with all aspects of maintaining properties to the standards set by building ownership in accordance with the terms of the property management agreement. Responsible for all administrative functions of the Property Management team, as well as interfacing with tenants and handling any tenant requests or concerns.

Job Responsibilities

- Responsible for answering all calls to the property management helpdesk and assisting and/or directing to the appropriate team member.
- Oversee tenant requests and/or enter work orders into the work order software and dispatching tickets to the appropriate team member or vendor.
- Obtain aging report for Property Manager and deliver standard correspondence to address tenant delinquencies.
- Under the direction of Property Manager, follow up on all delinquencies.
- Code and submit property invoices along with lien waivers from contractors when necessary.
- Responsible for maintaining a database of certificates of insurance for tenant and vendors.
- Responsible for maintaining a database of service contracts.
- Ensure Tenant Handbooks are maintained; oversee distribution of handbook to new tenants
- Prepare lease abstracts for new and renewing tenants.
- Ensure all property files (both electronic and hard copies) are prepared and maintained in orderly and logical manner, including leases, contracts, and account payables.
- Prepare monthly rent roll for Property Manager's review.
- Coordinate tenant events, Fire Life Safety procedures, and move-ins/move-outs.

Job Requirements

- Bachelor's Degree preferred
- 1+ years of real estate property management or related experience working in an office setting
- Proficiency in Microsoft Office Suite
- Basic understanding of computer software programs
- Demonstrated initiative and sense of urgency in daily duties by meeting or improving upon deadlines
- Proven record of providing excellent internal and external customer service
- Excellent oral and written communications skills
- Ability to work independently and as a productive member of a team
- The qualified candidate will be detail oriented, able to handle multiple projects simultaneously, extremely professional, and customer service oriented

Contact

Email resumes to brandi@nai-heartland.com