

PROPERTY MANAGEMENT ADMINISTRATIVE ASSISTANT

General Summary

The Property Management Administrative Assistant is responsible for providing administrative and operational support to the Property Management Department in the day-to-day management of all company owned retail and office properties.

Qualifications

Minimum of two years college and one year of commercial property management experience. Have strong verbal and written communication skills. Must be math and computer literate and highly proficient in Word and Excel. Knowledge of Yardi is a plus. Must be well organized and have the ability to handle multiple tasks at a time.

Specific Duties and Responsibilities

- Maintain property management files for all properties.
- Communicate regularly with tenants of various properties via email, phone and memo.
- Provide Tenant Move-in Packages to new tenants and complete Tenant Move-out Check lists at end of tenancies.
- Communicate with utility companies for new service and billing issues.
- Input facilities department work orders into Yardi system.
- Code invoices for property management department.
- Program key card access system for new tenants.
- Monitor and maintain emergency supplies.
- Order office supplies.

We are a very well established real estate company in Los Angeles that offers competitive pay, excellent benefits package that includes: Medical, Dental, Vision, Company match 401(k) plan and much more!

Interested candidates that meet the above qualifications should please forward a cover letter, salary history and resume to attention of HR Manager at propertymgt55@gmail.com or fax to (323) 939-5248.
Compensation: DOE

No phone calls please.