

# Property Management Assistant

Our Company has been a retail institution in the Los Angeles area for 80 years. We are a prime destination for visitors and locals alike. We currently have an opening in our customer service office for a Property Management Assistant.

## **Duties include, but are not limited to:**

Responsible for handling the day-to-day activities in our customer service office, including providing information to visitors and tour bus operators. Shall handle tenant requests, heavy phone volume and communicate as needed to on-site security, parking, housekeeping and facilities staffs. Will assist with some property marketing activities.

## **Qualifications:**

Some college and a minimum of 4 years combined administrative and exceptional customer service experience. Must be professional and have the ability to interact well with the public. Must have strong ability to handle multiple tasks at one time, be very organized, detail-oriented and have outstanding follow-up and follow through. Possess excellent computer skills and proficiency in Word and Excel are a must. Some bookkeeping or cash-handling will be required, therefore experience is desired.

## **Physical Requirements:**

Employee is required to walk the premises on a regular basis, which will require climbing stairs. Employee may occasionally be required to lift or move items up to 15 pounds. Ability to read, write and comprehend the English language. Bilingual (English & Spanish) is preferred.

## **Benefits:**

- Medical, Dental, Vision plans
- 401(k) plan with a generous company match
- Basic Life, LTD and AD&D Insurance, and much more!