

Job Description: Property Management Assistant

Reports To: Director of Commercial Property Services

Primary Function: Perform management business support functions within the Commercial Property Management market and/or platform, serving mostly as first contact with tenants, vendors, and clients. In addition, assist in budget preparation and works directly with Portfolio Managers and Director.

Education: A high school diploma is required, along with two to three years of related work experience. A Bachelor's degree is desirable but not required.

Qualifications: Must possess great customer service skills, positive attitude, good written and verbal communication skills, and attention to detail. Must be familiar and proficient with personal computers and PC based software, ie. Microsoft Word and Microsoft Excel.

Responsibilities:

- Perform management business support functions including the preparation of routine reports, purchase orders, web-based solutions, work orders, as well as invoice processing, and for in-depth review and compliance monitoring of all information affecting building reporting and performance.
- Function as the first contact with tenants, vendors and clients by receiving incoming telephone calls and emails, determining the nature of the call/email and distributing to the proper area for resolution. This includes analysis and evaluation of problems and events at the building(s), direct participation of administrative and accounting paperwork and the communication of progress and/or areas requiring attention by management.
- Ensures adherence to the company's policies and procedures, management vendor contracts, and any related, administrative-oriented requests.
- Assist in budget preparation, payroll/timekeeping, special projects, and related matters within the Property Management market and/or platform.

All other tasks and duties as assigned, with dates to be agreed upon.