
POSITION/LEVEL: Property Administrator
DEPT/OFFICE: Commercial Property Management

DATE: February 2017

JOB SUMMARY:

The Commercial Property Administrator is responsible for assisting the Property Manager at a Class A building in Santa Monica, CA. Responsibilities involve a broad range of property management functions, including, but not limited to: tenant and vendor management; Accounts payable and receivable; handling service requests among staff and tenants.

EDUCATION AND EXPERIENCE:

- Provide strong organizational support to the Senior Property Manager
- Demonstrate ability to process AR, AP, lease paperwork
- Assist with bid process of contracted services and organization of documents
- Assist in preparing lease summaries of new tenants
- Assist with the preparation of monthly financial reports
- Collect rent and handle minor accounts issues
- Receive tenant calls, facilitate work orders, follow up to ensure satisfaction of services
- Draft correspondence
- Monitor the maintenance work order system
- Work on special projects under supervision of Property Manager
- Coordinate with engineering staff to address work orders and preventative maintenance schedules
- Conduct daily property inspection

REQUIREMENTS:

- Preferred Bachelor Degree or significant experience with customer service and accounting
- Preferred minimum of 2+ years of Commercial Real-Estate experience
- Must have Arizona Real Estate License or willing to obtain within 30 days
- Experience using JDEdwards accounting software preferred
- Proficient in Excel, Word and Microsoft Office
- The successful candidate will be very detail-oriented, able to handle multiple projects at any given time, extremely professional, and customer service oriented

WORKING CONDITIONS:

- The office is located in Santa Monica, CA
- Responsibilities may require an adjusted work schedule, overtime, and evening/weekend hours in order to meet deadlines or attend special events