

Hiring Profile
Administrative Assistant —Property Management
Milwaukee Wisconsin

Position Objective:

To support Property Management function by performing various administrative tasks so that strong long-term, relationships with tenants and vendors are created and maintained. This enables the team to provide the highest level of service to our tenants, ensuring their long-term occupancy in our properties.

Number of Direct Reports:

None

Essential Duties:

- Run Accounts Receivable reports and General Ledger reports monthly. Call delinquent tenants and/or prepare reminder letters.
- Complete monthly expense reports for property managers and technicians.
- Complete direct bill invoices to tenants and follow up to ensure timely payment.
- Coordinate vendor repairs with building occupants via verbal and email communication.
- Prepare request for proposals, bid comparisons, and service contracts.
- Track all current vendor contracts and assist in the coordination of maintenance projects with outside contractors.
- Assist property managers with the preparation of budgets, reconciliations, and escalations.
- Coordinate activities associated tenants moving in (e.g., welcome packages, gifts, etc.)
- Assist with tenant move outs and schedule repairs as necessary.
- Maintain tenant improvement files and contracts.
- Update Energy Star and Green Tracker databases on regular basis.
- Copy invoices and file in corresponding folders.
- Answer the telephone using standard company procedures.
- Draft, proofread and send correspondence and tenant notices.
- Work with janitorial staff to order supplies and keep building stocked.
- Process signage orders for new tenants and those with name changes.
- General front desk duties such as sorting mail and signing for deliveries.

Qualifications:

- High school or the equivalent required. College degree preferred
- At least 3 years of administrative support experience required
- Strong customer service skills including the ability to juggle multiple priorities and maintain strong relationships with tenants and vendors
- Excellent verbal and written communications
- Proficient with Microsoft Word, Excel, Outlook and PowerPoint
- Able to work independently and effectively as part of a team
- Strong problem solving, time management and organizational skills

*If interested, please contact Caren Hosansky, Human Resources, at (610) 648-1713 or
chosansky@libertyproperty.com*