

# Property Administrator

## **RESPONSIBILITIES**

- Answer tenant calls
- Code invoices
- Make copies and distribute as necessary
- Mail, fax, and courier documents
- Set up files
- Find previous documents for editing
- Coordinate luncheons
- Handle phone calls regarding various issues; dispatch maintenance personnel as needed
- Type various correspondence
- Create spreadsheets
- Assist in reconciliation of monthly budget and variance report preparation
- Preparation and coordination of weekly meeting reports
- Administration of building access system

## **REQUIREMENTS**

Successful candidates are detailed, able to handle multiple projects at any given time, extremely professional, and VERY CUSTOMER SERVICE ORIENTED. You must also have prior experience with Word and Excel. A minimum of 2+ years of professional experience is required.

[www.ctmtcareers.com](http://www.ctmtcareers.com)

This job description in no way states or implies that the functions outlined are the only duties to be performed. It is understood and agreed that the employee may be required to perform additional duties and to follow other instructions, as directed by the employee's manager.



Commercial Real Estate Services

