



## JOB DESCRIPTION

Job Title:	Property Management Coordinator	Eff. Date: 11/02/17
FLSA:	Non-exempt	
Division:	Property Management	
Reports to (title):	Senior Property Manager	

### Position Summary

Is responsible for providing customer service and administrative support within the established standards to provide quality, effective and accurate communications, information services for the Senior Property Manager.

### Essential Job Functions

#### Primary Duties:

- Performs, as directed, the information flow in and out of the office to assure the accurate and timely transfer of information to meet the schedule and commitments of the Senior Property Manager.
- Prepares letters, reports and written communications for distribution from the office of the Senior Property Manager.
- Is responsible for the quality, complete and accurate transfer of information within schedules established by the Senior Property Manager.
- Maintains up-to-date reports, including tenant telephone listings and information that pertains to the properties for the Senior Property Manager.
- Processes tenant payments received at the corporate office and forward them to Property Management Accounting for processing.
- Compiles individual tenant payment histories, as directed. Creates and sends delinquency letters, conducts follow-up phone calls and reports status to the Senior Property Manager, and responds to tenant calls.
- Reviews and prepares purchase orders and blanket purchase orders, agreements and invoices for signature and/or processing by the Senior Property Manager.
- Coordinate openings and closings of vacant suites for prospective tenants and leasing agents.
- Compose and distribute opening and closing notices, coordinate and verify changing of utilities, send letters to new tenants, obtain emergency contact information.
- Respond to roof leak requests and other maintenance requests and coordinate service calls; update tenants.
- Assists in the process and distribution of temporary license agreements, storage agreements, parking lot agreements, satellite agreements, and access to the property forms.
- Maintain filing of correspondence and all other records and create new files when necessary or



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requested.

- Budgets: create timeline, track progress, assist Senior Property Manager in all aspects of compiling, entering, reviewing, printing and distribution of all budgets and corresponding reports both internally and to various ownership groups.
- Prepare and process check requests, supply requests, and expense reports as needed.
- Field incoming calls from inside and outside individuals and respond or take messages as necessary; record and review Senior Property Manager's voicemail messages and responds to callers when appropriate.
- Read, process, and distribute or otherwise respond to incoming mail and facsimiles and prepare outgoing mail and packages.
- Coordinate utility changes and review utility logs monthly.
- Reviews open purchase order list monthly.
- Take dictation/notes as needed.
- Assist Senior Property Manager in compiling, reviewing and distributing monthly financial reports and ownership packages.
- Assist in Business Plan meetings including meeting coordination, updating presentation, taking notes, and Action item distribution
- Other duties assigned as needed.

### Educational / Experience

- **Education:** Associates degree from a college or university or equivalent.
- **Experience:** At least 2 years' experience in a property management support role.
- **Skills:** Familiarity with MRI and proficiency with MSWord and Excel.
- Self-starter and the ability to work within a team framework and to be able to work independently as needed.
- The ability to manage multi-task and meet strict deadlines.

### Physical Demands

- Sitting for extended periods of time.
- Standing and/or walking for extended periods of time.
- Dexterity of hands and fingers in order to operate a computer keyboard