



PROPERTY ONE

JOB DESCRIPTION FOR
Property Management Administrator

Reports to: Property Manager

Basic Responsibility: Assist the Property Manager in administering the day-to-day activities of _____ Condominium Association.

Specific Responsibilities:

- Answer the telephone and greet all visitors, Owners and Residents. Greet all owners and assist them in any way possible.
- Be familiar with operating procedures and guidelines.
- Create work orders for all maintenance concerns.
- Assist in processing weekly accounts payable on the prescribed day established by the accounting department
- Assisted in maintaining all accounts receivable functions associated with the prescribed portfolio and collections
- Assist on maintaining Owner/Resident contact information and written communication
- Assist with issuing and maintaining entry fob system
- Attendance of condo association meetings after hours may be required
- Attendance for Mardi Gras parade coverage for 1205 St. Charles may be required
- Act as the homeowner's single point of contact for any problems or issues that require attention and report them to management.
- Note any issues, messages, etc for other associates or management in the daily logbook.
- Maintain accurate insurance documents on all contractors and vendors.

- Assist property management in keeping owners information and files updated.
- Administer use of the Reception Room, Dining room, Gallery, Conference room, and Massage Room. Make sure proper forms are filled out and on file.
- Accept and register all deliveries on behalf of the owners. Notify all owners of the delivery.
- Keep work area neat and organized.
- No eating at the front desk
- Assist the Property Manager in all miscellaneous property management duties as needed