



PROPERTY ONE

Job Description for
Property Management Administrative Assistant

Reports to: Property Manager

Basic Responsibility: Support and administer the day-to-day activities of the Property Manager

Specific Responsibilities

Maintains and accounts for petty cash

Process accounts payable and accounts receivable for the property

Administer timesheets and payroll associated with maintenance personnel

Provide customer service support to all tenants/residents

Maintain and administer work order system for the property while supervising all preventative maintenance schedules and service requests

Assist in the preparation of the monthly operating reports

Answer the phone and route all calls to appropriate personnel

Administer all property mail

Maintain filing system

Assist in the day to day administration of the Property

Ordering office supplies as necessary

Behavior Requirements

Position requires a positive team-oriented worker with a flexible working attitude.

Must have good time management skills.

Must have a professional and well-groomed appearance.

Requires good personable phone and organizational skills.

Punctual Attendance

Disclaimer Statement:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Signatures:

Employee

Date

Supervisor

Date