



PROPERTY ONE

JOB DESCRIPTION FOR

Property Management Administrator

Reports to: Senior Vice President and President

Basic Responsibility: Assist the Senior Vice President in administering the day-to-day activities of the New Orleans portfolio as well as assisting in the administration of the entire Property Management division.

Specific Responsibilities:

- Assists in the review and coordination of the annual property budgets in the portfolio
- Process weekly accounts payable on the prescribed day established by the accounting department
- Maintain all accounts receivable functions associated with the prescribed portfolio
- Administer all sundry billings
- Assist in the administration of all department/company wide initiatives
- Assist Senior Vice President in all miscellaneous property management duties as needed
- Perform routine property inspections, vendor/tenant meeting
- Oversee and administer the preventive maintenance program associated with the property portfolio

- Administer timesheets and payroll associated with maintenance personnel
- Provide customer service support to all tenants/residents
- Assist in the preparation of the monthly management 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
- Maintain litigation files
- Update and maintain emergency contact lists and property info lists
- Administer employee ID's
- Maintain calendar
- Responsible for maintaining contract database. Duties include contract development, administration, tracking and analysis
- Assist in implementing and updating Policy & Procedure Guidelines
- Assist in setting up manager meetings, training and reviews
- Administer all purchase orders
- Provide direction and oversight to all on site personnel
- Assist in the administration of all construction associated with the portfolio

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