

Assistant Property Manager

Company Overview

Cambridge provides real estate services to institutions, investment partnerships and individual owners to comprehensively address the challenges of today's real estate market. Since 1983, Cambridge and its subsidiaries have successfully provided property management, leasing and construction management services to approximately 5.38 million square feet of office, R&D and industrial space.

Tasks include but are not limited to the following:

- Invoice review and coding
- Tenant collections
- Assist in preparation of annual budgets
- Assist in preparing monthly operating reports
- Create monthly billing statements
- Provide property status reports
- Prepare of stacking plans
- Solicit and compare bids for annual service contracts
- Prepare service contracts
- Manage tenant service requests
- Communicate with engineering staff regarding day to day operations
- Maintain status of certificates of insurance

Education/Experience:

Qualified candidates will have at least two years of experience in commercial real estate as assistant property manager or property accounting. A working knowledge of MRI, YARDI or similar property accounting tools is required. Attention to detail and follow up are extremely important to the success of this position. Additionally, Candidates will need working knowledge of Word, Excel, MS Outlook, NEXUS and Adobe.

Previous experience in the field of commercial property management is HIGHLY PREFERRED. Occasional light travel during work hours is necessary.

Compensation/Benefits:

We reward hard work and dedication by offering a competitive salary, performance bonuses and opportunities for growth. In addition, employees enjoy a fully comprehensive benefits package including health, dental, vision, long term disability and 401(k). We are an equal opportunity

Knowledge

Perseverance

Integrity

Cambridge

employer and offer a drug free work environment. Please respond in writing with your resume and salary/history requirements.

Job Type: Full-time

Salary: \$55,000 to \$60,000.00 /year