
PM Administrative Assistant

Duties include but are not limited to the following:

- Answering a multi-line phone
- Handling incoming/outgoing mail/shipping
- Scheduling meetings
- Writing formal business letters and other correspondence
- Creating documents from templates
- Office supply maintenance/ordering
- Mass mailings
- Invoice reconciliation
- Property management software

Education/Experience:

Qualified candidates will have two to three years of experience in an administrative support role, some of which supporting a property manager/team. Attention to detail and follow up are extremely important to the success of this position. Candidates will need intermediate working knowledge of MS Outlook. The ability to work in high pressure, deadline-oriented situations is a must. Previous experience working in commercial real estate is **HIGHLY** preferred.

Compensation/Benefits

We reward hard work and dedication by offering a competitive salary, performance bonuses and opportunities for growth. In addition, employees enjoy a comprehensive benefits package including health, dental, vision, long term disability and 401(k). We are an equal opportunity employer and offer a drug free work environment. Please respond in writing with your resume and salary/history requirements.

Job Type: Full-time; Salary: \$30,000.00 to \$35,000.00 /year