

Job Title

Property Management Administrative Assistant

Summary

As the Property Management Administrative Assistant for Cambridge Asset Advisors, LLC, your primary role will be to support the Property Manager on a portfolio which will consist of multiple commercial property locations. These can vary from Class "A" to "C" office buildings, to warehouse flex space, data centers, retail space, and more.

Job Description

Your role will consist of a varying degree of tasks and assignments, all of which have stipulated deadlines and due dates. These tasks include, but are not limited to:

Key Competencies

- 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

Experience

Qualified candidates possess 2 to 3 years of experience in the administrative support role, experience with Microsoft Office Suite as well as Adobe Acrobat. Attention to detail and follow up are extremely important to the success of this position. Candidates will need intermediate working knowledge of MS Outlook, MS Excel, and MS Word. Previous experience with Building Engines is ideal. Previous experience with a Property Management position is highly desired. Occasional light travel during work hours is necessary.

Education

High school or equivalent (Preferred)

Work Location

Greenbelt, MD

Benefits

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Qualified Candidates

Please submit a resume with cover letter and salary requirements to

afrazier@cambridgeus.com