Cambridge
Asset Advisors LLC

Knowledge
Perseverance
Integrity

Job Title
Property Administrator

Summary
As the Property Administrator 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, retail space, and more. Occasional light travel during work hours may be necessary to and from the properties managed.

Job Description
This is a full-time, non-remote position. 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
- Assemble monthly reports related to current managed properties
- Schedule vendor site visits for proposals and site work
- Code and file invoices for specific vendor/contractor projects
- Assist Property Managers in monitoring vendor performance and research pricing
- Track delinquencies and generate letters for Property Manager signature
- Writing formal business letters and other correspondence including tenant memorandums
- Creating service contracts for Property Manager's review
- Mass mailings

Experience
Qualified candidates possess two (2) to three (3) years of experience in an administrative supportive role. Attention to detail and follow up are extremely important to the success of this position. Candidates will need intermediate working knowledge of Microsoft Office Suite (Excel, Outlook, Word, etc.) and Adobe Acrobat. Experience with Building Engines, SharePoint, Nexus, Winstack, and MRI is preferable. Other experience with other financial software such as Yardi is acceptable.

Education
High school or equivalent (Preferred)

Work Location
Vienna, VA

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 kpopkin@cambridgeus.com