



# Example of Office Associate Job Description

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Our company is hiring for an office associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for office associate

- Assist in preparing property and portfolio contracts, both routine and special projects
- Ensure compliance of vendor contracts (e.g., maintenance, landscape, waste removal, pest control)
- Assist Operations Manager with customer move-ins and move-outs
- Ensure rent is billed to the customer correctly, including pro-rations, common area maintenance, tax and insurance
- Review and approve customer lease profiles
- Maintain and update various databases, spreadsheets, and directories
- Assist Operations Manager with Business Plan preparation
- Assist Operations Manager with review and distribution of CAM Reconciliations and Estimates
- Assist with submissions to Design Review Team
- Initiate/assist with special projects for team

## Qualifications for office associate

- Accuracy and attention to detail and the maintenance of confidentiality when accessing privileged information
- Ability to respond and interact with diverse populations
- Basic reading, arithmetic, and write
- Exposure to assistive technology programs
- Minimum 3 years' experience in administrative position

