



Example of Property Management Assistant Job Description

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Our growing company is looking for a property management assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for property management assistant

- Maintain daily freight elevator and loading dock schedule
- Coordinate with engineering staff for sprinkler & smoke detector shutdown requests and appropriate billing
- Assist building staff members on projects and mailing as needed
- Copying and other office services as needed
- Maintain system for building contractor, tenant, and tenant construction certificates of insurance
- Assist office manager with inputting work orders into Angus and getting necessary tenant signatures
- Update lobby directory listings frequently
- Assist tenants with ivisitor, and managing the building security system
- Update phone books and emergency lists as needed, distribute to necessary staff members
- Answering ALL of the calls that come in for the GM and management office, filter and assign calls

Qualifications for property management assistant

- Experience in GERP system (EVS, BTS, EPSF, FAF, APF, Invoice Portal, and BMF) is preferred
- Must be able to manage and process multiple tasks within the given period
- Bilingual in Korean/English is required for both internal and external

- Has strong understanding of Commercial Real Estate
- Minimum 2 years of administrative experience required