

NAI Hiffman

Property Assistant

Commercial Real Estate

Employee Type: Full-time
Experience: Entry-level
Industry: Commercial Real Estate - Property Management

Description:

NAI Hiffman, Chicago's Leading Commercial Real Estate firm is seeking to hire a full-time Property Assistant in Bannockburn, IL. The ideal candidate is an independent, highly detailed individual possessing strong customer service skills and has a proven track record of showing initiative. The position requires interfacing with systems, information & reports. If you are a methodical, organized, process driven person who takes pride in high quality work, this may be a good opportunity for you. The work environment is predictable, and the office has a quiet work environment.

Comprised of more than 170 real estate professionals, NAI Hiffman provides leasing, management and investment sales representation for owners and occupiers of commercial real estate in the Chicago metro market. It currently leases and manages an 80.4+ million SF portfolio of over 600 commercial properties throughout metropolitan Chicago, Northwest Indiana, Southeast Wisconsin and Cincinnati/Columbus Ohio. NAI Hiffman is the Chicago-area representative for NAI Global, the world's largest managed network of real estate service providers, has more than 375 offices strategically located throughout North America, Latin America, Europe and Asia Pacific, with over 6,700 local market professionals, managing over 380 million square feet of property.

Professional Qualifications

- Commercial Real Estate experience preferred (but not required)
- Workplace experience preferred (but not required)
- Must be detail-oriented and a motivated self-starter
- Computer proficiency in Microsoft Office (Excel, Word, Outlook) required
- Adobe Acrobat experience preferred

Responsibilities include but are not limited to:

- Tenant/vendor relations
- Engineering/maintenance coordination
- Work order implementation/tracking
- Process of A/P Invoices (scanning, coding, entering and obtaining proper approvals)
- Maintaining tenant/vendor certificates of Insurance log and ensuring proper insurance is placed
- Lease abstracting
- Assisting in the monthly property reporting process including variance writing
- Assisting in the budgeting preparation process
- Assisting in the tenant CAM/RET reconciliation process
- Provide additional administrative support in a variety of capacities including special project assistance, purchase orders, contract preparation and utility log maintenance

Qualified Candidate Attributes

- Strong organizational and interpersonal skills
- Strong verbal and written communication skills
- Ability to prioritize and multi-task
- Team player who can work independently
- Ability to learn new software quickly
- Illustrates a desire to grow and improve the business and team

Please send your resume to:

resumes@hiffman.com

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hiffman.com