

Ansonia Property Management, a highly sophisticated and Chicago-based property management company, has an opportunity for a dynamic, outgoing and enthusiastic Residential and Commercial Assistant to join our award-winning organization on our residential and commercial teams based in Chicago's West Loop neighborhood.

The successful candidate we're seeking for this unique opportunity is a highly organized individual who thrives in a fast-paced environment and firmly believes that attention to detail, thorough and prompt follow up and exceeding expectations is at the core of everything he/she does. As the Residential and Commercial Assistant, you are often the first impression to our tenants, customers and business partners and you will provide ongoing support to the residential Regional Manager and the commercial General Manager in an administrative capacity and also assist with some corporate office support.

In addition to offering a highly desirable Monday through Friday schedule, we offer a starting salary of \$40K-\$50K (depending on experience), professional and collaborative environment which includes a mentor for 90 days, competitive salary and benefits which include paid time off, 401k with employer match, health and dental insurance, ongoing training that is provided by the company ad hoc and via Ansonia Academy online learning, continuing education allowance and unlimited opportunity for career advancement for those who demonstrate performance excellence and are motivated to take on additional responsibilities.

Minimum qualifications include 2+ years of real estate experience, advanced excel skills and either have or be interested in developing some basic accounting skills as it relates to calculating utility charge allocations and billing monthly rents. The desire to learn and continually develop skills is essential.

Candidates who believe they meet the requirements and will be successful in this role are encouraged to apply by sending their resume and cover letter to mmckenna@ansoniapm.com Ansonia Property Management is an Equal Opportunity Employer and encourages all qualified applicants to apply.