

Property Administrator Lombard, Illinois

Responsibilities: Reporting to the Senior General Manager, employee will ensure organizational excellence by providing administrative support to the management team and maintaining positive customer relations.

Specific responsibilities include:

- Administrative
 - Welcome guests and visitors to the Management Office during open business hours
 - Answer phones and respond to requests in a professional manner
 - Maintain property team, tenant, vendor and contact listings
 - Manage all file-keeping in accordance with record retention policy
 - Process and file certificates of insurance compliance for tenants/vendors
 - Maintain all tenant work authorizations/service requests/monitor for timely completion of requests
 - Coordinate telephone procedures during emergency/crisis situations
 - Coordinate tenant move-in and move-out procedures
 - Other tasks as directed by Supervisor
- Financial
 - Process all accounts payable, including invoice coding and accuracy review
 - Process all accounts receivable, including billing, rent collection and cash application
 - Obtain and maintain W-9 forms from all vendors
- Tenant Relations
 - Provide superior customer service to all tenants/clients/contractors/vendors
 - Participate in planning/coordination of tenant events and meetings
 - Maintain tenant handbook accuracy and distribute as needed
 - Coordinate annual safety warden meeting and maintain emergency procedures

Qualifications: Candidates should possess the following qualifications:

- A high level of energy, drive, and initiative in the pursuit of job goals
- Strong organizational skills; ability to self-start and multi-task
- Advanced oral and written communications
- Exercise sound judgment and creativity in problem solving
- Strong work ethic and positive attitude
- Manage workload commitments effectively and handle deadlines under pressure
- Ability to work on one's own or as part of a team
- Strong attention to detail
- 1-3 years general business experience; property management experience a plus
- High school diploma required; undergraduate degree preferred
- Proficient in Microsoft Office; JD Edwards, Avid and Angus experience a plus

Company: Lincoln Property Company is an international real estate firm offering a comprehensive suite of value-added services to its clients. With eight U.S. regions and more than 300 management offices, LPC embraces an ownership perspective and treats every client asset like one of its own.

LPC Midwest is based in Chicago with a portfolio of commercial office, industrial and retail assets, totaling approximately 13.0 million square feet. Services include asset management, property management, leasing, development and construction management, providing investors with operational efficiencies, tenant satisfaction and enhanced values.

Lincoln Property Company is an Equal Opportunity Employer. For more information on LPC Midwest, please visit www.lpcmidsouth.com. If interested in this opportunity, contact Debby Pyznarski at dpyznarski@lpc.com.