

Property Assistant

Real Estate Property Quarterback WANTED. Do you thrive in a fast-paced environment? Do you love people and have amazing communication skills? Do you love organization and order? Looking for a job that brings diversity in work to you every day?

We just might have the job for you!

NAI Hiffman, Chicago's Leading Commercial Real Estate firm is looking to hire a Property Assistant. The ideal candidate is detailed, proactive and has the ability to multi-task. The position requires interfacing with people, systems and information/reports. If you are an, organized individual, deadline driven and could prioritize tasks this may be a good opportunity for you. Property management duties mainly include:

- 0-2 Years related work experience
- Bachelors Degree
- Tenant Workorder Implementation/Tracking
- Accounts Receivable and Accounts Payable Processing
- Maintaining Tenant/Vendor Certificates of Insurance
- Service Contract preparation and tracking
- Tenant and Vendor interaction
- Assisting in the monthly property financial reporting process
- Provide additional administrative support in a variety of capacities including; special project assistance, budgeting, reporting, lease administration, and utility tracking.

Property Management Experience Requirements:

- Must be detail-oriented and a motivated self-starter
- Computer proficiency in Microsoft Office (Excel, Word, Outlook) required
- Property Management Accounting Software is a plus (MRI, Yardi)
- Strong organizational and customer service skills
- Effective team player who also possesses the ability to work independently.
- Must have the ability to prioritize workload
- Hours are 8:30-5:00 Monday through Friday