



## Administrative Assistant

IL - Libertyville

Posted 6 Days Ago

IL - Downers Grove

Full time

Apply

R0000616

### Job Description:

**Currently offering a sign-on bonus of \$3,000 to experienced candidates!**

Provides administrative and operational support for Property Management Office and functions as frontline contact to external and internal customers, tenants and vendors. Applicant should have experience with property management and real estate accounting software.

### Responsibilities:

- Retrieves and routes incoming calls in a professional manner and provides customer service assistance as appropriate
- Dispatches and tracks routine work orders to maintenance and janitorial staff
- Coordinates vendor/contractor services as appropriate
- Maintain service agreements and assure tenant and vendor certificates of insurance meet all requirements
- Maintains and monitors key control and vendor/contractor access
- Establishes and maintains all files, records and databases (e.g. tenants/leases, vendor contract files)

### About Us

Lillibridge is a Chicago-based healthcare real estate firm. Our parent company is Ventas Inc., a Fortune 500 REIT ([www.ventasreit.com](http://www.ventasreit.com)). As an industry leader, Lillibridge has decades of experience in healthcare real estate and specializes in advisory services, acquisition and development, and property management and leasing of medical office and ambulatory healthcare properties nationwide. One of the largest firms in this sector, we own / manage 24M sf across 450 healthcare properties in 32 states, 200+ markets and 160+ cities. More than 10M people a year visit our buildings to maintain their good health and get well.

leases (e.g., tenants, leases, vendor contracts, etc.), maintenance records, certificates of insurance, management reports, etc.)

- Composes routine professional correspondence using accurate spelling and word usage
- Assists with lease administration: lease preparation and review, collections, move-in/move out procedures, tenant improvement coordination, tenant relations, event coordination, etc.
- Assists with financial operations: reviews and codes invoices for payment, prepares timesheets for approval, monitors rental deposits, prepares, and monitors purchase orders and contract documents, compiles data for annual budgets, etc.
- Assists with property inspections as assigned
- Responds to emergency situations in accordance with appropriate policies & procedures
- Adheres to all safety standards, policies & procedures, and codes of conduct
- Reports all pertinent events and activities to Management
- Assists with the implementation of ongoing quality improvement programs
- Performs all general office duties and special projects as required
- Other duties and special projects as assigned

**Qualifications:**

- High school diploma or GED required, BA or BS preferred
- 2 - 3 years' experience as an administrative assistant
- Advanced computer skills using MS Office applications (Word & Excel a must)
- Demonstrated proficient knowledge of and experience with accounting principles & practices
- Property management software experience a plus
- Strong communication and customer service skills (oral & written) to promote positive client/ tenant relations
- Ability to exercise prudent judgment in the absence of supervisory personnel.
- Ability to organize and prioritize tasks to ensure accuracy and timely completion

*For the health and safety of our employees and their loved ones, proof of COVID-19 vaccination is required as a condition of employment. The Company is an equal opportunity employer and will*

*provide reasonable accommodation as required by applicable law and regulations.*

Lillibridge offers a competitive compensation and benefits package to the successful candidate.

Lillibridge is an Equal Opportunity Employer.

Lillibridge does not accept unsolicited resumes from staffing agencies, search firms or any third parties.

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