

MILLBROOK PROPERTIES

MILLBROOK PROPERTIES IS SEEKING A FULL-TIME PROPERTY ADMINISTRATOR FOR ITS BUFFALO GROVE PROPERTY!

As a Property Administrator with **Millbrook Properties**, you will be responsible for supporting the General Manager in order to maintain high levels of occupancy and superior tenant relations.

RESPONSIBILITIES include, but are not limited to...

- Handle all incoming calls and service requests to management office and maintain daily relationships with tenants, vendors and building staff.
- Lead the accounts payable process and enter payables into the property accounting system. Work with staff accountants to ensure timely payments to vendors, including commissions and construction invoices.
- Perform Monthly cleaning inspections with onsite cleaning staff and account manager. Conduct monthly vacancy inspections.
- Run monthly rent statements for distribution and follow up on delinquencies.
- Manage building signage and coordination of tenant appreciation and building events.
- Keep card access system up to date and enter new card keys into system.
- Assist with life safety meetings and fire drills.
- Tracks compliance with insurance requirements among tenants, contractors, vendors, and suppliers.
- Keep building policies/rules up to date; distribute work orders and run monthly tenant request reports to ensure timely completion.
- Assist with Millbrook Management audit to ensure Millbrook's Best Practices are followed.
- Tracks budget line items relating to admin account purchases and resolve negative variance relative to budget.
- Identify expiring and recurring contracts for ongoing services at the property. Keep contract files up to date and orderly.
- General files and construction files to be maintained to Millbrook standards.
- Assist Manager with expense budgets.
- Develop scope of works for various service contracts, send RFP, complete bid analysis & award. Assist as needed with tenant build-outs and capital projects or other projects assigned by General Manager.

QUALIFICATIONS

- College degree or specialized vocational/technical training in real estate is required.
- 3+ years' work in property management and commercial real estate preferred.
- PC literacy is required.
- Experience with Yardi Voyager accounting, work order, facility manager and invoice process desired.

- Strong written, verbal and presentation/communications skills.
- Positive, innovative approach to problem solving.
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow through.
- Notary Public certification a plus.

EEO STATEMENT & DISCLAIMER

Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

TO APPLY: Forward your resume to HRDept@benida.com. For more information about Millbrook Real Properties and our portfolio, visit: www.millbrookrec.com.