**JOB POSTING:**

*Assistant Property Manager*

Skokie, IL

Compensation: based on experience ($50-$60K)

Full-time position – office based

Real estate investment company seeking motivated individual, interested in pursuing a career in commercial real estate, to assist management team with operation of a national portfolio of Class-A medical office buildings.

**Summary of Position:**

Looking for a dynamic, proactive individual with strong customer service skills to provide superior support to the management team of a national commercial real estate firm. Work closely with the Vice President of Operations handling day to day building operations and tenant support. Strong written and verbal skills and a great attitude a must. Experience with commercial real estate is a plus.

**Essential Duties & Responsibilities:**

* Be the primary liaison for all tenant service needs and inquiries
* Work closely with vendors and contractors to resolve tenant/building concerns
* Maintain the tenant work order system (Impak)
* Maintain/update tenant/vendor certificates of insurance and service contracts
* Coordinate all building fire-life safety inspections
* Post/send monthly rent statements
* Work closely with management on variety of other projects, capital improvements and building operation items
* Assist with property level accounts payable & receivable (Yardi Voyager)
* Assist with annual budget preparations and CAM Estimates/reconciliations
* Provide administrative support to the team as needed
* Help with tenant appreciation events

**Qualifications:**

* Commercial property management experience preferred.
* Must excel in customer service
* Proficiency in Microsoft based software (Word, Excel) required
* Experience with Yardi Voyager and AVID a plus but not necessary – will train
* Ability to work in an organized, efficient manner with high level of accuracy, attention to detail and follow through
* Positive attitude necessary with ability to problem solve
* Some local driving may be required