

**Job Title**

Property Administrator

Job Summary

The Property Administrator assists the property management team through support of administration of activities involving lease administration, client, tenant, vendor relations, systems, procedures, financial systems and coordination.

Status

Non-Exempt

Reports to

Property Manager/Senior Property Manager

Essential Responsibilities

- Provide administrative support that include but not limited to, phones, mail, supplies, correspondence, filing, copying and faxing.
- May assist with monthly budget and variance report preparation and reconciliation.
- Assists with rent collections through preparation of standard correspondence and obtaining aging reports.
- Prepare, monitor, and reconcile purchase orders.
- Processes and codes all invoices for payment and processing.
- Responds to tenant needs in a timely basis to meet Client lease obligations with tenant.
- Participants in the annual Colliers Kingsley tenant survey process.
- Assist with coordinating tenant move in and outs making all necessary arrangements, notifications, and acquiring proper authorization.
- Administers Tenant insurance coverage to ensure that it meets Client requirements in the executed lease document for Tenant, Tenant's contractors, guests and invitees.
- Administers Contractor insurance coverage to ensure that it meets all property, client and tenant requirements
- Track and maintain certificate of insurances by tracking expiration dates, requesting renewals, and ensuring compliance with standard coverage terms and conditions.
- Responsible to prepare accurate lease summaries of new tenants use by management team and client for all tenant related matters.
- Establish and maintain property, lease and vendor files (including but not limited to contact lists, construction, legal, inventory lists, correspondence, etc.
- Administration and support of building access systems.
- Receives and logs work order calls, creates and dispatches work orders to appropriate team members and ensures completion of work and billing of tenant if the work is reimbursable. Ensures work orders are closed out and work is completed.
- Prepare and submit monthly summaries of all billable work orders for inclusion on rent statements.
- Coordinate luncheons/meetings including catered tenant gatherings.
- Assist in maintaining service contracts, tracking expirations and prepare bid packages when necessary.

- Works with Engineering on maintaining EnergyStar registration and continual data entry.
- May compile reports relating to LEED and sustainability each month from various members of team.
- Other duties as assigned.

Qualifications

- Bachelor Degree or commensurate experience required.
- Microsoft Office proficiency
- Workplace experience, minimum 1-3 years
- Excellent verbal and written communication skills.
- Able to be a self-starter and complete projects independently.
- Must be customer focused and dedicated to meeting the expectations of the internal and external customers and always acts with the customer in mind.
- Must bring to outstanding organizational skills and the ability to handle multiple tasks simultaneously while meeting deadlines.
- Strong interpersonal skills and ability to maintain effective relationships with customers.
- Ability to handle situations, solve problems, and multi-task in a fast-paced environment.
- Must have attention to detail when accomplishing tasks and have sound decision making.
- Ability to handle a high level of organizational, prioritization, and customer service skills.
- Ability to learn quickly and be open to change when facing new challenges.

This job description in no way states or implies that the functions outlined are the only duties to be performed. It is understood and agreed that the employee may be required to perform additional duties and to follow other instructions, as directed by the employee's supervisor.

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