

Property Assistant

Hiffman National is an award-winning USA Top Workplace, and it's because we seek out and hire bright, fun, and motivated people – perhaps someone just like you! Accountability, Collaboration, Innovation, and Integrity form the cornerstones of our management style, which has rewarded us not only with a decade of top workplace awards but also allowed us to hire and grow team members that support the trajectory of the company. It is because of our people that we are now one of the largest privately-owned commercial real estate services companies in the country. Hiffman now supports over 250 employees and their families across the United States, delivering best-in-class transaction and property management services to a renowned list of tenants and property owners.

We are currently seeking a Property Assistant in Oak Brook, Illinois, ready to take the next step in their career and eager to grow as a part of our national expansion. The ideal candidate will demonstrate a willingness to learn, be eager to work as a team player and be excited to support new clients in our management portfolio.

If you are someone who just doesn't give up easily, has strong analytical abilities, and can perform well under pressure by adapting to provide alternative solutions and outcomes, we would love to hear from you!

What sets us apart.

- **Culture:** We believe in getting to know each other. Whether it's mentorship opportunities, leadership events, outreach programs, or collaborative committees, our goal is to provide an open door for new ideas and development across the organization.
- **Balance:** We believe in creating an environment that helps maximize how you work best. From hybrid work schedules and open seating options to flexible start times, our goal is to provide the tools to help you navigate life as it happens.
- **Impact:** We believe in making a positive impact through work and community outreach. Whether your interest is charitable, environmental, or celebrational, we aim to show how diverse interests bring us together.

What we offer.

- Impressive Benefits Package – Medical, Dental, Vision, 401k, Short/Long Term Disability, Pre-Tax Flexible Spending FSA and DFSA, Employee Assistance Program, Wellness Program, Market Place Perks at Work
- Generous Company Paid Holidays, Paid Time-Off, Company Paid Flex Day, Summer Hours, Flexible Start Times, Hybrid Work Schedules
- Volunteerism and Community Engagement opportunities with paid time to participate in volunteer activities
- Career-related Education Reimbursement Program, Professional Development Enrichment

What your day looks like.

- Manage tenant and vendor relationships
- Coordinate engineering and maintenance requests
- Maintain building records and track work orders
- Administer tenant/vendor insurance certificates
- Assist with A/R Collections, A/P Invoices, budget preparation, and reporting
- Create lease abstracts
- Assist with tenant CAM reconciliation process
- Provide support for a variety of projects, including – tenant communications, purchase orders, contract preparation, and utility log maintenance

HIFFMAN NATIONAL: Client-Focused, People-Centered

Hiffman National is an equal opportunity employer committed to diversity, equity, inclusion, and belonging, in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Hiffman National makes hiring decisions based solely on qualifications, merit, and business needs at the time.



**LEARN MORE ABOUT OUR TEAM, CULTURE & CLIENTS BY VISITING OUR WEBSITE
[HIFFMAN.COM](https://www.hiffman.com)**

