

Property Administrator

Kemper Lakes Business Center, Lake Zurich, Illinois

Premier Class A Suburban Office Campus, 1.2mil square feet, 98% leased; 10 tenants

Reporting to both the Senior General Manager and Senior Property Manager, the Property Administrator will ensure organizational excellence by providing administrative support to the management team and maintaining positive tenant relations.

Responsibilities:

- **Administrative**
 - Welcome guests and visitors to the Management Office during open business hours
 - Answer phones and respond to requests in a professional manner
 - Ensure office runs seamlessly, including supply inventory and equipment maintenance
 - Maintain property team, tenant, vendor and contact listings
 - Manage all file-keeping in accordance with record retention policy
 - Administer the certificates of insurance compliance process for tenants/vendors
 - Maintain all tenant work authorizations/service requests/conference room rentals in work order system; monitor for timely completion of requests
 - Coordinate telephone procedures during emergency/crisis situations
 - Maintain property website on a regular basis, including weekly updates
 - Coordinate tenant move-in and move-out procedures
 - Provide general administrative support to the building staff team
- **Financial**
 - Process all accounts payable, including invoice coding and accuracy review
 - Obtain and maintain W-9 forms from all vendors
- **Tenant Relations**
 - Provide superior customer service to all tenants/clients/contractors/vendors
 - Participate in planning/coordination of tenant events and meetings
 - Design, prepare & distribute newsletters on a monthly basis
 - Meet with designated tenant contacts quarterly or more often
 - Maintain tenant handbook accuracy and distribute as needed
 - Coordinate annual safety warden meeting and maintain emergency procedures

Qualifications:

- A high level of energy, drive, and initiative in the pursuit of job goals
- Strong organizational skills; ability to self-start and multi-task
- Advanced oral and written communications
- Exercise sound judgment and creativity in problem solving
- Strong work ethic and positive attitude
- Manage workload commitments effectively and handle deadlines under pressure
- Ability to work on one's own or as part of a team
- Strong attention to detail
- 1-3 years general business experience; property management experience a plus
- High school diploma required; undergraduate degree preferred
- Proficient in Microsoft Office (Word/Excel/Outlook/PowerPoint), Publisher & Adobe
- HELPFUL: Accounting software: MRI & Work order system: Workspace