

Company - American Landmark Properties

Open Position - Administrative Assistant/Assistant Property Manager – Schaumburg

American Landmark is seeking an Administrative Assistant/Assistant Property Manager for its Schaumburg, IL office. Our team manages a high-rise office building in the Northwest suburbs and needs a responsible, motivated assistant. This position requires interacting with all levels of corporate employees and our partners in the service industry. The ideal candidate will possess a professional and friendly demeanor in all interactions. Although not a job requirement, professional growth is encouraged through training and educational programs in our partnership with BOMA/Suburban Chicago.

Professional Qualifications

- At least 3 years of previous administrative experience required
- Commercial real estate experience preferred, but not required
- Must be detail-oriented, able to work well on a team and with minimal supervision
- Proficiency in Microsoft Office, basic internet skills required; previous experience with accounting software a plus; experience with Adobe Acrobat preferred

Responsibilities Include:

- Tenant and vendor relations – first point of contact
- Work order implementation, tracking and billing
- Engineering and maintenance coordination
- Processing of A/P invoices (scanning, coding, submitting for approvals)
- Maintaining tenant and vendor certificates of insurance
- Assisting in monthly reporting and budgeting preparation processes
- Provide additional administrative support in a variety of capacities including purchase orders, office supply maintenance, lease file coordination and other duties as assigned

Qualified Candidate Attributes:

- Strong organizational and interpersonal skills
- Strong verbal and written communication skills
- Ability to prioritize, multi-task, and see projects through to completion
- Proactive in assisting team members