

A premier real estate company in Indianapolis has an opening for an Assistant Property Manager at one of their high profile Class A properties in downtown Indianapolis. If hired, you will be working downtown in the management office. Hours for the position are Monday through Friday, 8 a.m. to 5 p.m. Overtime and on-call as needed.

Job Description

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provide administrative support to include ordering office supplies, filing, updating daily contacts/emergency contacts and other miscellaneous administrative duties as needed.
- Ensure all property files are prepared and maintained in an orderly and logical manner
- Prepare and coordinate bid proposals and service contracts
- Review and follow up on all delinquencies under the direction of the property manager
- Process accounts payable including coding and providing appropriate back-up according to established procedures
- Assist with report preparation including budgets, reconciliations, tenant billings and collections
- Coordinate tenant move ins and move outs, including all paperwork for manager's review and approval
- Interface and communicate with tenants daily
- Proactively review and assist with tenant complaints and problem solving
- Responsible for updating database with current tenant information
- Responsible for updating and distributing Tenant Handbook
- Organizing and maintaining Owner Manuals
- Quarterly/Annual property inspections both interior and exterior
- Assist with oversight of service contractors, including interfacing with them
- Ensure all preventative maintenance files are updated and maintained properly
- Assist in fire life safety planning and updates, including annual fire drill
- Maintain access control database, including activating and deactivating access cards
- Ensure Certificates of Insurance for tenants and vendors are up to date
- Ensure that above standard tenant bill-backs for electrical usage, after hours HVAC, and other similar charges are processed in a timely manner
- Maintain and update Security Post Orders under the direction of the Property Manager
- Participate in the development, interpretation, and implementation of building policies and procedures
- Provide support for construction and tenant improvement projects as needed

KEY COMPETENCIES

- Customer Service Focus
- Organization skills
- Time Management skills
- Detail Oriented
- Communication Proficiency (oral and written)
- Initiative
- Multi-Tasking
- Sense of Urgency

IMPORTANT EDUCATION

High school diploma/GED equivalent; Bachelor Degree preferred

Important Experience

At least 1 or 2 years of real estate property management or related experience

Additional Eligibility Qualifications

Proficiency in Microsoft Office Suite

Demonstrates initiative and reflects a sense of urgency in daily duties by meeting or improving upon deadlines

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The PHYSICAL DEMANDS described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may need to travel from floor to floor and climb stairs. The employee may also be regularly required to remain in a stationary position (sit or stand) for 60-80% of the time; regularly use hands to operate office machinery and regularly required to walk, talk, and hear.

If interested in this position, please submit your resume to jobs1@reirealestate.com. No phone calls please.