



Commercial Property Administrator

Henry S. Miller – Dallas, TX

Job Description

QUALIFICATIONS

- 2-3 year experience in property management or similar related industry
- Outstanding organizational and analytical skills
- Goal oriented and self-motivated with a strong sense of ownership
- Strong customer service skills; ability to provide efficient and timely service
- Ability to multi task and thrive in a fast-paced environment
- Good written and verbal communication skills, detail-oriented.
- Intermediate level of experience with Microsoft Office products (Word, Excel)

ESSENTIAL FUNCTIONS

- Administrative duties
- Property Management and Tenant relations experience preferred
- Timely and accurate processing of Accounts Payable and Accounts Receivable
- Proficient with Microsoft Excel and Word
- Property scheduling and communication with tenants and vendors

RESPONSIBILITIES

- Assist in the day-to-day operations of commercial property management portfolio.
- Review all vendor invoices for accuracy and in compliance with the vendor contract and the client's accounting procedures, and then code invoices for manager's approval.
- Proactively handle and respond to tenant calls, concerns and complaints
- Collect and keep track of tenant sales reports.
- Collect and keep track of tenant HVAC maintenance reports.
- Set up and maintain tenant and property files.
- Keep track of vendor and tenant certificates of insurance.
- Generate and distribute tenant invoices monthly and late notices as needed.
- Filing as necessary
- Update property Facebook pages.
- Front desk assistance 1 day a week, answer telephone to direct calls for appropriate personnel; write up messages deliver messages to personnel or voice mail/email; greet guests and notify personnel of incoming visitors; accept deliveries/packages; check Answering Service messages each morning and write-up and deliver as necessary.