**Property Administrator**

Job Profile

**Job Summary:**

The Property Administrator is responsible for assisting the Property Manager and Senior Property Manager with managing a property (or group of properties) and fulfilling the manager's obligations under the property's management agreement.

It is also the responsibility of the property administrator not only to exhibit legendary customer service when communicating with tenants, prospective tenants, owners, and vendors but also to focus on productivity and results.

**ESSENTIAL JOB FUNCTIONS:**

* Assist with the activities associated with a property or group of properties as directed by the PM and SPM
* Conduct initial collection calls and track follow-up.
* Supervise vendors (landscaping, janitorial, etc.) and maintenance staff.
* Assist with regular property inspections and complete inspection report.
* Assist in preparation of monthly reports for owners, identify variances.
* Interface with tenants and vendors in daily operations of the building.
* Professionally represent Fuller while adhering to the terms and conditions of the property management agreement.
* Maintain open and regular communication with the PM and SPM including other Fuller staff as necessary.
* Respond positively and promptly to all tenant requests and lease inquiries.
* Resolve problems to the mutual benefit of the tenant and the owner.
* Implement and monitor tenant need assessments.
* Maintain ongoing tenant contact/relations program to constantly assess needs and help assure that issues are being resolved and are to the satisfaction of the tenants and owners.
* Maintain current certificates of insurance for all tenants.
* Show space to prospective tenants when requested
* Miscellaneous duties or projects as assigned by the PM and SPM

**REQUIREMENTS:**

* High school diploma or GED equivalent
* Preferably a bachelor's degree in Business Management, Finance, Accounting or property management related degree
* Resource Management related discipline
* Familiarity with real estate law, building codes as well as city and county regulations
* Must have intermediate to advanced MS Word and Excel proficiencies
* MS Outlook, Yardi, Avid recommended.

***Experience:***

At least 1 years and up to 3 years of recent property management experience comparable with the property under consideration in terms of commercial ownership, tenant lease arrangements, square footage, etc.