JOB DESCRIPTION
PROPERTY ADMINISTRATOR

Job Functions
The purpose of the Property Administrator (PA) position in the Property Management Division is to assist with the day-to-day functions of the property management department and the functions of the Property Management teams. The PA may be required to act as the liaison between the tenants and the Property Manager (PM) for certain property related issues at commercial and residential properties.

Job Responsibilities include, but are not limited to:

- Writing work orders for Maintenance department based on information from tenants, technicians or based on information gathered from site visits
- Drafting Memos and/or making phone calls to Tenants related to lease issues and preventative maintenance scheduling. These calls may include inquiries related to rent collection.
- Editing and producing lease documents as necessary
- Issuing keys to technicians/vendors, logging said keys out/in, ensuring return of said keys
- Advertising and web site update related to available units, and the reporting of all such related costs to the PM(s).
- Performance of credit and reference checks for all new applications and presentation of this data to PM(s) for approval.
- Preparation of leases for new tenants including submitting to the PM to be fully executed.
- Assist in the performance of all necessary functions to facilitate Tenant “Move In” and “Move Out” procedures including:
  - Letters to tenants regarding lease obligations
  - Lease expiration date notification
  - Renewal/move out obligation letters
  - Security Deposit Return Letters
- Maintain logs and lists as necessary
- Maintain preventative maintenance calendars
- Obtaining Bids – Snow removal, landscaping, rubbish & maintenance/repairs, etc.
- Filing, both electronic and paper
- At the direction of the PM, visit managed properties to perform or assist in the performance of management duties
- Generally to assist in all functions of the Property Management Department

Other duties include office support and on-call emergency response. Due to the location of our client properties and the requirement of emergency response, the candidate must live within 45 minutes driving distance of Neville’s office.

This description is meant to be an outline and is not intended to list all duties and responsibilities and is subject to change based on the needs of the office.
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Qualifications
The ideal candidate will be a capable administrator whose employment history reflects experience associated with administrative functions. Said candidate must also be proficient in the Microsoft Office Suite with an emphasis on Word, Excel and Outlook. In this fast paced office environment, the successful candidate will be able to multi-task and prioritize so that deadlines are met in a timely and accurate manner.

The candidate must possess strong attention to detail; possessing the ability to learn new procedures quickly and be able to juggle multiple job functions. A strong background in customer service, some basic knowledge of building structures and experience in coordinating and scheduling are essential. Excellent communication skills are a necessity.

Job or personal history with, or inclination toward, property management would be a positive attribute.

Candidates are required to allow Neville to pull a personal credit report and perform a criminal background check prior to/or during employment. Personal credit and background must be in good standing.

Hours & Commitment
This position is offered as a full-time, 40 hour per week employment. Overtime hours are required at certain peak times of the year and will at times include weekends and/or holidays.

Current hours of employment are Monday through Friday, 7:30 AM to 4:30 PM; with an unpaid flexible hour for lunch. These hours are subject to change and flex hours are available. The PA will also be required to participate in the after-hours “On-Call Rotation” schedule for emergencies. The mandatory on call rotation means responding to emergency calls, including nights and weekends, for a 7-day period approximately every 3 to 4 weeks but may change based on business needs and employment factors.

Compensation
Compensation shall be on an hourly basis. Neville’s pay week runs from Wednesday through Tuesday with Friday as payday. Time cards are due to your supervisor at the end of the day on Tuesday of each week. The hourly wage will be set prior to commencement of the position and shall be reviewed annually. Neville processes paychecks every two weeks; however time cards are due to supervisors on a weekly basis.

Vehicle/Mileage
Reliable transportation, a valid driver’s license and proper insurance are necessary as occasional use of personal vehicle is required. Neville will reimburse mileage at a rate determined in accordance with Neville standards when employees use their personal vehicles for job-related duties. Mileage reimbursement sheets are to be turned in on the first of each month.
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Benefits
Full time employees are eligible for many of the benefits after 90 days of employment. Human Resources can provide details.

Non-Compete
Any offer of employment will be subject to the acceptance and execution of a Confidentiality and Non-Compete Agreement. This agreement shall be provided to the prospective employee and employment shall not commence until a fully executed agreement is received from the Employee by Neville.