

# **JOB DESCRIPTION**

## **PART-TIME SITE ADMINISTRATOR**

### ***Job Functions/Duties***

The purpose of the Site Administrator (SA) is to represent Neville as the primary contact for the tenants and potential tenants at the housing complex. The main functions of this position are related to Leasing and Tenant Relations, both are explored in further detail below. The SA reports to the Property Manager (PM) assigned to the project.

### ***LEASING***

The SA is responsible for all the day-to-day functions related to leasing the apartments in the complex. The ideal candidate will possess excellent people skills with the ability to work with clients of all ages, a good telephone manner and the ability to learn quickly with attention to detail. The SA will be responsible for:

- advertising and web site updates related to available units, and the reporting of all such related costs to the PM;
- showing available units to prospective tenants including holding open and scheduled showings within the building;
- performing reference checks for all new applications and presenting this data to PM for approval;
- preparing leases for new tenants including submitting to the PM to be fully executed;
- entering / maintaining tenant information in Neville's property management software; and
- preparing for and attending the annual 50+ Expo (as applicable)

### ***TENANT RELATIONS***

The SA will be our ambassador at the site and should be viewed as the resident's advocate to the office. As such, the SA will assist with:

- drafting memos and/or making phone calls to Tenants related to lease issues, tenant issues, and maintenance scheduling;
- coordinating minor maintenance concerns with the on-site maintenance technician(s) as needed;
- editing and producing lease documents as necessary;
- issuing keys to technicians/vendors, logging said keys out/in, ensuring return of said keys;
- performing walk-ins with new residents and walk-outs with existing tenants, and transmittal of the same to the office;
- maintaining logs and lists as necessary;
- maintaining preventative maintenance calendars;
- creating quarterly resident newsletters; and
- filing, both electronic and paper.

This job description is meant to serve as an outline and is not intended to list all duties and requirements for which the SA shall be responsible.

### ***Qualifications***

The ideal candidate will have leasing experience and be a people person. We are looking for a capable administrator who is proficient in the Microsoft Office Suite. Experience with Yardi or other Real Estate Management software is a plus.

Applicant is required to give Neville permission 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 part-time, 20 hour per week employment. Additional hours may be required at certain peak times of the year. Current hours of employment are 4 hours per day Monday through Friday, preferably 1:00 PM to 4:00 PM, however we can be somewhat flexible. These hours are subject to change.

***Compensation***

Compensation shall be on an hourly basis. Neville's pay week runs from Wednesday through Tuesday with every other 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.

***Vehicle/Mileage***

The Employee must have adequate transportation at all times to travel to and from the property / office as needed. This means the Employee must (a) have a valid driver's license, (b) provide his/her own reliable vehicle; (c) maintain vehicle insurance at the minimum levels required by Neville's insurance carrier; and, (d) provide the fuel necessary to transport him/herself to and from the properties.

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.

***Benefits***

Part time employees are eligible for limited 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.