



Cornerstone Companies, Inc.  
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## Open Position: Property Administrator

Cornerstone Companies, Inc. (Cornerstone) is a leading healthcare real estate firm, drawing on more than 35 years of experience. With an exclusive focus on the healthcare real estate industry, Cornerstone helps physicians, hospitals, and third-party owners across the nation *develop, build, lease, manage* and *optimize* their healthcare real estate while enhancing the patient and provider experience. To date, Cornerstone has successfully completed more than \$1 billion of medical office developments and currently manages more than 200 medical facilities, across 22 states, encompassing 10M SF.

We hold our fundamental beliefs and principles as core values that guide us and shape our culture. These are the three core values that we live by as we grow as a company:

**Caring:** Build personal relationships with our team and clients.

**Creative:** Develop solutions with lasting value.

**Character:** Manage our partnerships with the highest level of integrity.

Summary: Cornerstone is searching for a Property Administrator to assist Property Manager with the administrative tasks associated with the day to day operations of medical office buildings.

Job duties:

Respond to tenant calls and emails - enter work orders in building specific work order system, follow up on work escalations as needed

Provide special cleaning requests to janitorial contractor and schedule needed pest control

Prepare Vendor Contracts/Purchase Orders and Capital Approval paperwork

Request W-9's from new vendors

Review Daily After-Hours Report (and if applicable, Security Report) and enter work orders as needed

Process tenant billback invoices and rent statements

Provide admin. support by preparing financial statements for Property Manager review and comment



Complete Incident Reports and file with appropriate insurance company

Tenant correspondence – notify building tenants of upcoming work, request holiday hours

Vendor correspondence as needed

Maintain calendars for Property Managers – this includes scheduling meetings on their behalf

Update tenant contact list and vendor contract list for each building as needed

Distribute key fobs (and keys if needed) for tenant spaces

Order tenant suite signage to ensure it conforms to building standards

Order tenant gifts

Request tenant and vendor COI's for new vendors, ensure all COI's are up to date

Assist with special projects as needed

Provide backup for receptionist – this includes answering the phones, opening/distributing mail, loading/unloading dishwasher, deliver items received via UPS/FedEx to Cornerstone and Birge/Held employees, clean up conference rooms after meetings

### Key Competencies

Communication Proficiency (oral and written)

Problem Solving/Analysis

Leadership Skills

Teamwork Orientation

Time Management Skills

Customer/Client Focus (internal and external)

Financial Expertise

### Requirements

Strong organization skills

Proficiency in Microsoft Office suite

Property Management experience preferred.

Please contact Amy Covey at 317-288-9019 or [acovey@cornerstonecompaniesinc.com](mailto:acovey@cornerstonecompaniesinc.com)