

M&JWILKOW

JOB DESCRIPTION

Title:	Property Administrator	Exempt/Nonexempt:	Non-Exempt, Full-Time
Department:	Office Property Management	Salary Range:	Commensurate w/experience
Reports to:	General Manager		

M & J Wilkow, Ltd. has been in the commercial real estate business for 83 years. Its property management portfolio currently consists of office and retail properties covering approximately 13.9 million square feet. A core conviction of the Company's Principals is the belief that each employee is responsible for making an important contribution to the success of the Company, as well as the performance of the properties in the Company's portfolio. This expectation is not limited by the specific parameters of the job description. It is our expectation that each employee will offer his/her help wherever and whenever reasonably necessary to ensure the success of the Company's endeavors. This summary is not intended to be all-inclusive; it is simply meant to be used as a guide and may be revised from time to time at the sole discretion of the Company.

General Position Summary:

The Property Management Administrator provides general administrative support to the Property Management Team. It is essential that this individual expresses a professional and courteous attitude and is team oriented. This individual must be self-motivated and dependable. Applicant must have strong communication and written skills, the ability to work on multiple tasks concurrently, and the ability to complete tasks in a timely manner in accordance with deadlines. The following Job Description Summary is intended to highlight many of the position's responsibilities. This summary is not intended to be all-inclusive; it is simply meant to be used as a guide and may be revised from time to time at the sole discretion of M & J Wilkow Properties, LLC.

Essential Functions/Major Responsibilities:

- Receive and route all incoming mail, email, phone calls, and walk-ins
- Preparing and sending out Tenant notices regarding any building-related information
- Administer service contracts and AIA contracts for general maintenance and construction jobs
- Oversee work order system to ensure tenant work requests are being addressed in a timely fashion
- Manage accounts receivables by coding, approving, and tracking all invoices as well as setting up new vendors in system (OFAC, credit applications, etc.)
- Assist APM to manage accounts payable by preparing billables and sending monthly rent statements and following up to be sure all payments are received in the appropriate timeframe
- Assists with other accounting duties such as annual budgeting and CAM reconciliations
- Track and maintain insurance records for all tenants, contractors, and vendors
- Manage conference facilities which includes approving reservation calendar, directing the appropriate set-up, and assisting users with learning how to operate the AV equipment
- Manage loading dock reservations
- Work with APM on manual billback procedures each month
- Daily walk-thru of the Fitness Center to ensure proper operation of fitness facility, fitness equipment, tenant access
- Assist with Tenant Events
- Preparing suites for Leasing Tours
- Oversee operation of management office including supply orders, maintaining equipment leases, and stocking/preparing for guests

- Maintain emergency evacuation procedures and update as required
- Administer annual evacuation training for the tenants
- Maintain Tenant Handbooks for each building and update as needed
- Renewing / Tracking of elevator permits as they expire
- Sending documents (tenant rent checks, other income, etc.) to corporate office via FedEx
- Performs any additional duties that might be assigned by the Property Manager or any officers of the Company
- This will be a shared position where applicant will be at KATC 3/days week (Tues, Wed, Fri) & at The Link 2/days week (Mon/Thurs)

Education/Experience

- Experience & proficiency with Windows, MS Office programs, including advanced skills in Excel, Word and PowerPoint, and property management software, including Avid and MRI
- Minimum of 3-5 years administration experience in commercial real estate
- Requires basic knowledge of financial terms and principles. Ability to calculate simple figures and percentages.
- Ability to understand and carry out general instructions in standard situations. Ability to solve problems in standard situations. Requires basic analytical skills.
- Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor. Ability to effectively present information to an internal department and/or large groups of employees.
- Desire to work within a diverse, collaborative, and driven professional environment.
- Ability to work under pressure, manage workload, and meet deadlines consistently; exceptional attention to detail and highly organized

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that will be met by an employee while successfully performing the essential functions of this job. Position experiences interruptions, need for frequent shifting priorities and to meet deadlines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description is not an employment contract, implied or otherwise. The employment relationship is "At-Will." The company is an equal opportunity employer and the aforementioned job requirements are subject to change to reasonably accommodate qualified individuals.

I understand and acknowledge that this Job Description is not a contract of employment or legal document. I understand and acknowledge that this Job Description does not alter my employment status or guarantee employment for any definite period of time. I have received the Job Description and I understand that it is my responsibility to read and perform the expectations contained in this Job Description and any future changes made to them.

Print Name

Date

Signature