



PROPERTY MANAGER ASSISTANT

Reports to the Director of Property Management / Working Closely with Senior PM

Are you a highly organized & resourceful analytical person extraordinaire who is looking to join a fast paced & growing company? We are looking for a responsible, dedicated, personable, and of course talented Assistant Property Manager to join our team. Great customer service and interpersonal skills are a must for this position. Come join our team!

Responsibilities:

- Reports to the Director with duties assigned by the Senior Property Manager specifically, while also working with other property manager's and assistant property managers in a teamwork role.
- Utilizing Yardi software to enter leases, send invoices, create workorders, maintaining tenant contact information, and assist with budgets
- Performs monthly cleaning inspections, meets with vendors/contractors, scheduling meetings, assisting with contracts, taking tenant calls, working with parking tenants, handling collections of rent and administers building and garage access systems.
- Collaborate, brainstorm, & bring innovative ideas to the team
- Assist with the Senior PM portfolio which requires knowledge of budgeting, bidding, excel, and other property management skills.
- Updating a multitude of lists and information as needed
- Performs a variety of necessary administrative tasks including drafting letters, contracts, spreadsheets, and other various special projects as needed.
- Ability to work closely with the accounting team.

Requirements:

- Strong organizational skills, keeping track of many on-going projects, and managing project deadlines.
- Communicate effectively and promptly, both written and verbally, to team members, service providers, tenants, and owners in a timely and accurate manner.
- Highly motivated and able to work both independently and with a team.
- Excellent critical thinking and critical thinking skills.
- Resourceful and works well on a tight deadline while maintaining a "can-do" & "I'll find a way" positive attitude.
- Friendly, energetic, with great people skills.
- Previous knowledge of leasing and property management.
- Indiana Real estate broker license, preferred.

Programs:

- Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Yardi

Sturges Property Group is one of the largest full-service commercial real estate & property management companies in northern Indiana. We have one of the most client-focused, team-based approaches in the field, and it is easy to see why Sturges is set apart. Our close-knit team of industry experts brings a variety of knowledge and expertise to the table to collaborate with our clients in a true partnership.

Job Types: Full-time