**Job Title: Property Coordinator**

**Reports to:** Director of Property Manager

**Hours:** Part-Time or Full-Time (as offered)

**Position Purpose:** Assist in the operational activities of owned and managed properties

**Job Requirements**

Duties include but are not limited to:

**Description**

* Schedule property and facility activities
* Coordinate maintenance and vendor services
* Perform lease administration
* Perform and understand accounting functions
* Prepare and monitor budgets
* Maintain and organize files
* Track internal data relating to tenants and building systems
* Communicate with internal and external customers in-person, by email and phone
* Complete special projects
* Understand and use many types of software
* Complete office management tasks

**Qualifications**

* High School Diploma or General Education Degree (GED), Associates or Bachelor’s Degree in related field or equivalent experience in property management or real estate preferred
* Meticulous and organized
* Strong critical thinking skills
* Strong customer service skills
* Ability to manage time and responsibilities
* Ability to perform administrative computer tasks
* Some lifting and physical activities may be required as the role necessitates
* Ability to drive (between property locations) is necessary