

PROPERTY MANAGEMENT COORDINATOR

POSITION SUMMARY

The position of PMOC, i.e. Property Management Operations Coordinator, requires the individual to "coordinate" on a daily basis in order to meet the objectives of the department and across departments. The position is responsible for responding to inquiries on a timely basis, resolving issues as they arise, providing support for sorting mail, processing invoices/utilities, creating and maintaining physical and electronic filing, preparing/copying/scanning and coordinating specific departmental activities, projects and duties. The position is responsible for providing the VP of the department administrative support as well as to other members of the department.

QUALIFICATIONS

Education: High school diploma; some college preferred.

Experience: Minimum five (5) years' experience in a general administrative office environment. Property Management support position preferred.

Skills: Must possess strong written and verbal communication skills, and the ability to draft correspondence and other documents. Demonstrates a high degree of attention to detail. Computer literacy required including proficiency in Word, Excel, PowerPoint and Outlook software in a Windows environment. Must be self-directed, well organized, dependable and energetic, demonstrate initiative, able to handle multiple tasks simultaneously with minimal direction, and work with a variety of people in a team atmosphere.