

POSITION: ADMINISTRATIVE ASSISTANT – SALT LAKE CITY

Hamilton Partners, Inc., one of the leading suburban Real Estate companies has a full-time opportunity available in our Salt Lake City office for an Administrative Assistant.

Position Summary:

Performs the administrative functions of the Property Management Team assuring a high level of professionalism in property issues, including timely response to and resolution of any tenant requests or concerns.

Essential Job Duties:

Provide full administrative support, including phone support, typing reports, filing and distribution of correspondence, and schedule and coordinate meetings/special events, as requested.

Assist in lease administration activities, including tenant contacts and insurance information; generate reports, and prepare and coordinate bid proposals, service contracts and approved invoices.

Assist in bidding process and assist Property Manager(s) in their efforts to ensure compliance with HP's policies and procedures.

Prepare and code invoices for Property Manager's approval and ensure office is stocked with office supplies and other required items to maintain the office.

Ensure prompt and accurate completion of contract and certificates of insurance information in contract administration software.

Track and file contracts and insurance certificates; maintain follow-up system for expirations and monitor and maintain the property maintenance work order system and prepare monthly reports for Property Manager on status of tenant work orders.

Maintain the property purchase order and work order systems.

Maintain lease and contract files, as well as other files located within the property management office and promote and foster positive relationships with tenants and clients and track service calls as required.

Assist with monthly and quarterly management reports as well as annual budget preparation.

Process management and maintenance staff hours, tenant bill back invoices through accounting, expense reports, monthly meter readings of properties, and check requests for review and approval.

Performs other related duties as required or requested.

Education/Experience/Training:

High School Diploma, GED, Trade, Technical, or Vocational school.

Bachelor's Degree preferred but not required.

Requires some experience but can be less than one year.

Specialized Knowledge/Skills – customer service experience preferred.

Competencies:

Communication Proficiency (oral and written)
Customer Focus (internal and external)
Organization Skills
Interpersonal Skills
Initiative
Multi-tasking

Please email or fax resume with required application found on the website (www.hamiltonpartners.com) to:

Hamilton Partners, Inc.
300 Park Blvd. Suite 201
Itasca, IL 60143
Attn: Debbie Decker
E-mail: ddecker@hpre.com
Fax: 630-250-4858

No calls please. Resumes/ applications will be taken through 3-7-24

Any referrals must download application and fax/mail with resume, to Debbie Decker. If any HP employee is interested, please notify Debbie Decker.