

HAMILTON PARTNERS, INC.
300 Park Boulevard
Suite 201
Itasca, Illinois 60143-2636
FAX: 630.250.8521

POSITION: ASSISTANT ASSET MANAGER

One of the leading Real Estate Companies has an opportunity for an Assistant Asset Manager in our Itasca Office. The Assistant Asset Manager works under the direction of the Asset Manager and is responsible for providing excellent customer service and assisting with the daily site operations and financial performance of the portfolio. This position works closely with the building tenants, engineers and contractors to resolve problems and ensure tenant satisfaction. Proficiency in MS Office, Excel, Word, Yardi software is required. Responsibilities include monthly reporting, AP/AR, admin projects, written correspondence and general office activities. We offer excellent compensation and benefits.

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

Hamilton Partners, Inc.
300 Park Blvd. Suite 201
Itasca, IL 60143
Attn: Debbie Decker
Fax: 630-250-4858

No calls please. Resumes will be taken through Friday, March 3, 2017.

If any HP employee is interested, please notify Debbie Decker.