

One of the leading Real Estate developer/property management companies in Downtown Salt Lake City is looking for an experienced Administrative Assistant.

Must be detail oriented, organized and self-motivated, with the ability to multi-task. Two years previous commercial real estate and accounts payable / accounts receivable experience preferred, proficiency in MS Office is required.

Responsibilities include, but are not limited to: ensuring files are prepared and maintained, accounts receivable and accounts payable, preparing lease abstracts, verifying rent roll monthly for management review, coordinate with maintenance staff on Tenant requests, oversee maintenance of Tenant work orders and purchase orders, ensuring Certificates of Insurance for tenants and vendors are up to date, assist with annual budget preparation, CAM reconciliations, and monthly financial reports for building owner, attend regular inspections of property with janitorial staff, and correspondence with and to Tenants. We offer excellent compensation and benefits. To be considered for this position, an application **MUST** be completed.

Applications can be downloaded at <https://www.hamiltonpartners.com/about/careers/> and e-mailed to [ddecker@hamiltonpartners.com](mailto:ddecker@hamiltonpartners.com) or faxed to 630-250-4858 Attn: Debbie Decker.

No calls. Any referrals must download application and fax/mail to Debbie Decker. If any HP employee is interested please notify Debbie Decker.