

POSITION: ASSISTANT ASSET MANAGER

One of the leading Real Estate Companies has an opportunity for an Assistant Manager in the northwestern suburbs. The Assistant Manager works under the direction of the Asset Manager and is responsible for providing excellent customer service and assisting with the daily operations, financial performance and administration of the portfolio. This position works closely with the building tenants and contractors to resolve problems and ensure tenant satisfaction. 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, and correspondence with and to Tenants.

Proficiency in MS Office, Excel, and Word software required. 3-5 years' experience preferred. 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
300 Park Boulevard Suite 201
Itasca, IL 60143
Attn: Debbie Decker
Or fax to: 630-250-4858
Or email to: ddecker@hpre.com

No calls please. Applications will be accepted through June 29, 2019.

Any referrals must download application and fax/mail with resume, to Debbie Decker