

## **POSITION: ASSISTANT ASSET MANAGER**

**POSITION: ASSISTANT ASSET MANAGER** One of the leading Real Estate Companies has an opportunity for a Real Estate Assistant Property Manager in the northwestern suburbs. The Manager works under the direction of the Asset Manager and is responsible for providing excellent customer service and coordination of 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: project management for small tenant construction work including follow up and documentation, oversight and maintenance of accounts receivable and accounts payable, coordinate with maintenance staff on Tenant requests, oversee maintenance and billing of Tenant work orders and prepare purchase orders, 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. This person must be a self-starter with strong organizational skills and the ability to work in a fast-paced environment. Proficiency in MS Office, Excel, and Word software required. Experience with Yardi a plus. 5-7 years' real estate experience preferred. We offer excellent compensation and benefits. Please email or fax resume with required application found on the website ([www.hamiltonpartners.com](http://www.hamiltonpartners.com)) and salary history/requirements to:

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Applications will be accepted through September 28, 2020