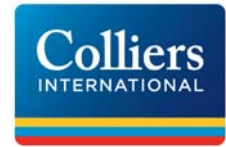


Property Assistant | Boston



JOB DESCRIPTION

Department: Real Estate Management Services

Location: Boston – Financial District

Reports to: Property Manager

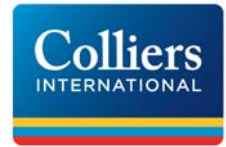
Position Purpose: Responsible for assisting the Property Manager in the administration and coordination of daily management duties for a Class A Office Tower in Boston's Financial District. Will serve as the primary daily contact for tenant requests and services.

Responsibilities:

- Receive all tenant requests, log appropriately, and dispatch all work orders/complaints to necessary maintenance technician/vendor. Continually work with team on maintaining tenant satisfaction concerning work orders/complaints. Follow-up with tenants promptly.
- Interface/follow up with maintenance staff to ensure requests are responded to and closed in a timely and satisfactory manner.
- Coordinate building access activity (vendor, tenant, etc) with maintenance and security team.
- Receive, review and properly code all invoices. Review with Property Manager for approval. Check all invoices for accuracy; interface with accounting and vendors as needed. Bill back tenants and vendors as necessary.
- Assist with monitoring accounts receivable delinquencies.
- Assist the Property Manager in all tenant and vendor correspondence.
- Assist in preparing the monthly reports and annual budgets and business plans as requested. **Strong MS Word and MS Excel skills are necessary for this task.**
- Maintain office files to ensure proper filing of records. Includes tenant, vendor and accounts payable.
- Maintain tenant, vendor and capital files in accordance with procedures.
- Maintain updated tenant and vendor contact lists and service contracts.
- Maintain and track tenant and vendor certificates of insurance.
- Answer telephones and act as the information liaison between the Property Manager and Tenants.

Property Assistant | Boston

JOB DESCRIPTION



Requirements:

- College education preferred and 1-3 years experience in real estate or customer service oriented field.
- Superior client service-oriented attitude
- Ability to listen, think clearly and to communicate effectively and courteously in challenging and sometimes stressful situations is a must.
- Excellent verbal and written communication skills
- Demonstrated ability to determine needs and achieve results without close supervision
- Strong organizational and prioritization skills
- Superior computer skills in a Microsoft environment (MS Word and MS Excel)
- Proficiency in Building Engines and Yardi is preferred.
- Ability to work independently or as part of a team
- Prior customer service experience (3+ years) is preferred. Prior administrative experience and experience in property and real estate management highly desirable
- Must consistently project professionalism in representing Colliers International and ownership at all times
- Flexibility to work beyond the regular work schedule when needed
- Access to a vehicle is preferred.

Interested applicants should complete the on-line application at:

<https://www2.colliers.com/Careers>