



Assistant Property Manager Cambridge, MA

BioMed Realty is looking for an experienced Assistant Property Manager to join our team. The successful candidate will work with a Property Manager to oversee and coordinate all management, maintenance and construction activities for the company's growing portfolio of biomedical and office properties.

Responsibilities

Responsibilities include overseeing accounts payable and receivable for properties, generating purchase orders, coding invoices; Assisting with budget preparation; Setting up and maintaining files, materials, information, and schedules; Managing database of key clients and contacts; Preparing and distributing correspondence, packets, and other information related to property management and operations; Coordinating contract bids and performance reports; Assist with the collection of rent, expenses and any other amounts owing from tenants Lease or services performed. Assist with monthly and quarterly asset review and required reporting. Providing phone support or other activities as needed.

Skills/Experience

AS/AA degree or an equivalent combination of education, training and additional experience and minimum one plus years-experience assisting with real estate/property management/property accounting; Organized and task oriented, able to work in a fast-paced, team-oriented environment with multiple deadlines and adapt readily to changing priorities; Strong verbal and written communication skills; Excellent people skills with ability to develop effective working relationships with staff, vendors, contractors, and tenants; Strong written and verbal communication skills. Ability to write detailed notes and draft communications to tenants, vendors, and others; Self-starter; Computer proficiency with Word, Excel, Outlook and MRI experience a plus.

APPLY HERE: [ASSISTANT PROPERTY MANAGER](#)