



**POSITION TITLE:** Assistant Property Manager (Position is exempt)

**Reporting to:** Alexa Sadler, Vice President – Property Management  
Virginia Rey, Vice President – Property Management

**Overview:** Paradigm Properties, LLC is a Boston based firm formed in 1997 to acquire and manage office properties in Boston and various other cities. The company seeks an energetic achiever to fill the position of Assistant Property Manager. This position offers substantial room for learning and career growth for a motivated individual.

**Position Description:** The Assistant Property Manager assists in the overall operations of the property through the following responsibilities:  
assisting the Property Manager in management of engineering staff, vendor interaction and oversight, client interaction, base building and suite improvement construction projects, database management, documentation management, occasional copying, filing, faxing, etc.

**Responsibilities:**

- Assist in preparing weekly accounting submissions, monthly reports and annual budgets for an institutional owner
- Perform building inspections.
- Assist in the management of building engineers
- Client interaction.
- Organize and manage server files, vendor files, client files and building files.
- Monitor work order system.
- Update/Prepare/Review all service contracts, included the RFP process.
- Vendor interaction and oversight.
- Capital and suite improvement projects.

**Conduct:**

- Understands and appreciates the core values of the company:
  - Doing well by its clients
  - Doing well by its employees
  - Doing well by its community
- Works effectively and cooperatively as a member of a team.
- Works effectively and efficiently as an individual.
- Self-starter, hard worker, creative thinker and is dedicated to getting the job done
- Understands the primacy of clients and interacts well with people.
- Pays close attention to detail and is very well organized.
- Provides constructive input on improving how the company functions
- Demonstrates a willingness to learn and improve capabilities.
- Solicits senior level guidance on key matters.

***Skills/Experience:***

- B.A. degree.
- Project management experience a plus
- Ability to work independently
- Experience with institutional reporting
- Computer literacy including proficiency with Microsoft Word or comparable application. Experience with spreadsheet software (Microsoft Excel) helpful. Proven ability to learn new software applications. Graphic design experience helpful.
- Strong organizational skills.
- Strong communication and interpersonal skills, both oral and written.