



Job Description

Property Administrator – Northbrook, IL

Overview

Ameritus LLC is a uniquely positioned commercial real estate investment and service firm based in Chicago. The firm invests in and operates commercial and multi-family real estate with a focus on Midwest markets where its knowledge and relationships create a competitive advantage. For further information, visit www.askameritus.com.

We are seeking an experienced **Property Administrator (PA)** to help oversee our growing portfolio of office buildings located in Chicagoland. The (PA) reports to the Property Manager (PM) and works directly with the building engineer(s) and maintenance staff providing support as needed to all team members. It is the responsibility of the PA not only to exhibit exceptional client service when communicating with tenants, prospective tenants, vendors, and team members, but also to focus on productivity and results. The PA is expected to assist the PM in the implementation and administration of policies, procedures and programs on a day-to-day basis that will assure that all projects are well managed and executed. **This role is pivotal to the success of the North Shore portfolio and our overall Mission of Ameritus.**

This position will be based in **Northbrook, IL**.

Responsibilities

General Administrative:

- Open property management office (by or before 8:30 am) and close office (at 5 pm or later), turn equipment on/off, lock/unlock all doors.
- Provide full administrative support, including phone support, typing reports, filing and distribution of correspondence
- Open, sort and distribute mail appropriately.
- Keep work and shared common areas clean and organized.
- Ensure office is stocked with office supplies and other required items to maintain the office

Accounting:

- Prepare and code invoices for Property Manager's approval
- Prepare tenant bill-backs on a monthly basis (including utility billings, work orders, labor charges, and after-hours HVAC charges).

Tenant/Building Administration:

- Maintain all vendor files.
- Administer vendor service contracts, construction contracts and service orders.
- Track and file contracts and insurance certificates; maintain follow-up system for expirations.
- Assist with collection of proposals and create bid comparison worksheets.

- Prepare new tenant package including all forms, building information, etc.
- Set up new and maintain existing tenant lease files.
- Process tenant requests via phone, email or Building Engines. Follow up on work orders for maintenance staff.
- Update tenant contact information in Building Engines.
- Maintain updated monthly Janitorial S.F. Report and distribute to PM and janitorial company.
- Print or order new signage requested by Tenants or needed for new tenants to the building.
- Maintain current certificate of insurance log for all tenants and vendors. Track expiration dates and make sure that new certificates of insurance are issued on time.

Special Projects:

- Assist with other special projects as needed.

Qualifications

- High school diploma/GED equivalent; Bachelor's Degree preferred.
- One to two years' experience in the real estate industry preferred.
- Excellent attendance is a requirement of the position.
- Excellent client service orientation.
- Must have MS Word and Excel proficiencies.
- Experience with tenant work order systems are preferred but not required.
- Positive attitude and highest level of professionalism.
- Ability to work in a fast-paced and collaborative environment
- Ability to communicate effectively and professionally, both oral and written, with owners, tenants and coworkers; ability to develop and sustain cooperative working relationships; professional phone manner; mature and self-motivated team player with good conflict-resolution skills; committed to personal growth and integrity aligned with company objectives.

Ameritus supports and promotes the development of its employees through continuing education in the form of classes, educational events, networking events, continuing education and tailored educational programs.

Please email your resume to info@askameritus.com with "Property Administrator Position" in the subject line.