

Property Administrator

Job Description

Overview:

Location: Chicago, on-site

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 a **Property Administrator** to support our growing portfolio of office buildings located in Chicagoland.

The Property Administrator reports directly to the Senior Property Manager (SPM), Asset Manager (AM), and works with all Ameritus team members providing support and coordination as needed. It is the responsibility of the individual to not only exhibit exceptional client service when communicating with tenants, prospective tenants, vendors and team members, but also to focus on productivity, efficiencies and results. The position is expected to assist the property teams 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. Team members are expected to assist with additional assignments that may be requested by direct supervisors and to take initiative in lending assistance to other members of the team. **This role is pivotal to the success of the downtown portfolio and our overall Mission of Ameritus.**

Essential Duties and Responsibilities

Office Administration

- Answer and route calls, greet visitors and maintain front office and break room areas.
- Opens and closes office per Company standard business hours.
- Create and maintain property/lease files.
- Purchase, maintain and stock office and break room supplies.
- Open and distribute mail.
- Provide full administrative support, including phone support, typing reports, filing and distribution of correspondence.
- Act as liaison between Landlord Property Management and office team.
- Assist with other special projects as needed.

Property Management

- Dispatch work orders through electronic work order system. Follow up with tenants to ensure satisfaction.
- Maintain and upload all Tenant and Vendor Certificates of Insurance to portal and evaluate for compliance. Track expiration dates and make sure that new certificates of insurance are issued on time.
- Assist with tenant relations (plan and execute tenant events).
- Prepare new tenant package including all forms, building information, etc. and assist with move-in and move-out.
- Set up new and maintain existing tenant lease files.
- Assist Property Management in maintaining communications with tenants through written communications.
- Maintain insurance certificates of tenants and vendors
- Assist with collection of proposals and create bid comparison worksheets.

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- Maintain updated monthly Janitorial S.F. Report and distribute to PM and janitorial company.

Lease Administration

- Create and maintain property/lease files and deliver all fully executed documents to appropriate parties.
- Assist with administration of tenant legal documents such as SNDA's, Estoppels, Lease Proposals, Commission Agreements, etc., as directed.
- Act as liaison for brokers regarding initial available space inquiries.

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).

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 objective.

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.

Applicants should submit a resume and references to careers@askAmeritus.com.