



Senior Property Administrator

Please send cover letter and resume to careers@lfrep.com

Target: Immediate

Company Background:

Longfellow Real Estate Partners acquires, develops and manages science and technology real estate for leading universities, institutions and companies. Our institutional capabilities and entrepreneurial vision enable us to deliver high quality projects while satisfying each tenant's unique requirements.

Longfellow is a collaborative and highly entrepreneurial organization. We pride ourselves on a shared work ethic and a focus on accomplishing collective objectives. Longfellow strives to develop deep and lasting relationships internally within our team and externally with our investors, clients and vendors.

Longfellow is experiencing considerable growth as we continue to expand our footprint in Boston and North Carolina. Currently we're looking for collaborative and entrepreneurial individuals to join our team. We envision considerable opportunity for advancement as our organization will literally expand around you. We believe in developing talent and providing resources for health, wellness and quality of life.

Our clients are visionary institutions and companies pushing the boundaries of human knowledge. We approach our work in the same manner in order to serve them. We embrace the benefits of rapidly evolving technology and expect that our team will thrive in a dynamic and collaborative work environment.

Position Background:

We are seeking to hire a motivated associate with experience or a desire to learn the commercial real estate industry to function as a Senior Property Administrator for a 2 million square foot portfolio in I-40/RTP submarket. This position will report directly to Senior Property Manager and the General Manager of the North Carolina office. The ideal candidate must have strong analytical skills, advanced Microsoft office experience, thorough attention to detail, and the highest level of integrity.

This is a dynamic role that will work closely on a daily basis with the firm's property management and leasing teams in the North Carolina properties. The position provides exposure to a full spectrum of duties within a fast-growing real estate development and management firm. As such, the position demands a dedicated individual with excellent attention to detail, facility with numbers, good people skills and the ability to prioritize, multi-task, work independently and solve problems.



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Specific Responsibilities:

- Support the property management team in the daily operations of the NC portfolio;
- Assist in the coordination of daily activities of all vendors performing work at the site;
- Provide general administrative support for the North Carolina property management and leasing teams;
- Accounts receivable and payables;
- Assist in the customer interface for preventative maintenance and work order processing;
- Assist in the coordination of the lease administration process;
- Oversee the maintenance and organization of property support documents including floor plans, stacking plans, lease abstracts and marketing materials;
- Assist in creating and proofreading documents created by the property management and leasing team;
- Assist in preparation of various client reporting requirements;
- Assist on various ad hoc projects that arise;

We are looking for a passionate team player with grit, high integrity and a honed attention to detail. In addition, we expect that your life outside of work is as important as your career and that you are driven to succeed in both.

Qualifications:

- Minimum of 1-3 years of experience in administrative or property management support. Willing to consider exceptional candidates directly from undergraduate or graduate school;
- Bachelor's Degree preferred;
- Individual should possess excellent oral and written communication skills;
- Must be highly proficient in Microsoft Office;
- Ability to handle multiple tasks with strong organizational skills;
- Detail oriented with independent work ethic;
- Ability to grasp new concepts quickly;

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