

**JOB TITLE** – Assistant Property Manager - Full Time

**COMPANY** - Accesso Services, LLC

**LOCATION** – Durham, NC/Meridian Corporate Center

## **ABOUT US**

We are a solutions-driven property management company, managing a portfolio of commercial real estate properties (office).

## **JOB SUMMARY**

- Assist Property Manager with all aspects of a complex property of commercial properties
- Assists with all marketing, operations and financial activities

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responds to tenant needs, ensuring that administrative and building technical staff resolve problems promptly.
- Responsible for distribution of monthly rent statements.
- Assists in preparing the annual reforecast, property budget.
- Assists in managing and coordinating financial transactions including: accounts receivable, accounts payable, collection of all rents and up-to-date maintenance of required financial records and files.
- Handles all vendor billing for the property by processing invoices utilizing the web based accounting program.
- Supports Property Manager in operating landlord expense recovery process-submits tenant billings for above standard services and/or tenant expenses.
- Provides formal supervision to individual employees within single function or operational area.
- Performs regular inspections of the property and recommends maintenance and improvements as necessary. Oversees coordinating vendor services and supervises as needed.
- Ensure that property and lease files are properly maintained and kept up to date in accordance with company policy. Prepare and maintain appropriate tenant lease files, records, correspondence.

- Coordinates access between building personnel and tenants to include tenant and vendor access to suites with security. May oversee security staff through review of incident reports.
- Coordinates tenant move-ins and move-outs.
- Maintains certificates of insurance for all vendors and tenants.
- Coordinates Fire/Life Safety Procedures for all tenants, including tenant related correspondence-emails, captivate, newsletters, etc.

### **EDUCATION and EXPERIENCE**

Associates Degree (AA/AS), Bachelor's degree (BA/BS) from four-year college or university preferred and a minimum of two years of related experience and/or training in Commercial Property Management (Office).

### **SKILLS and ABILITIES**

- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Ability to solve problems involving several options in situations
- Team player
- Customer service skills
- Proficient with Yardi/Microsoft Office

### **COMPENSATION and BENEFITS**

Salary commensurate based on qualifications and experience salary range (\$XX-XXK). Benefits include medical, dental, vision, life insurance, short-term disability, company match 401K, vacation and holiday pay.

SEND RESUMES TO: [hotoole@accessoservices.com](mailto:hotoole@accessoservices.com)