

Founded in 1964, we have over 50 years of experience in real estate, specializing in community association and multi-family management, encompassing market rate and affordable housing. Our team of over 800 talented professionals shares a commitment to delivering unparalleled service, maintaining the highest quality standards, and exceeding client expectations. Join us as we continue to redefine the standards of excellence in property management!

Who we need:

You will join our Assistant Property Management team at The Coolidge at Sudbury and provide administrative support to 2 properties. The focus of this job is on producing high quality, detailed work based on established standards, guidelines and procedures.

What you'll do:

Your day to day will include processing invoices, managing calls from owners, brokers, banks and tenants, bookmarking and uploading financial statements, filling out appropriate paperwork for corporate administrative charges, preparing and sending mass mailings, and maintaining property files. You may also be asked to attend annual meetings for some properties within your portfolio.

Customer Service: Communicate effectively with Account Executives and Accountants in-house. Respond in a timely manner to emails and phone calls from owners, brokers, banks and tenants.

Administrative: Mailings using mail merge methods. General correspondence to owners and tenants (violations, fines, invoices and late letters). Process invoices for payment. Research using Yardi accounting software.

What we're looking for:

Must possess excellent Excel and Word skills, have above-average customer service skills, be cool under pressure, and work independently. You should be comfortable working with a repetitive routine and an even pace to promote accuracy and quality of work.

Skills/Experience: Proficient in Microsoft Office, Yardi knowledge is a Plus.

Organization: Technical and analytical. Methodical work output so that job routines can be completed on time. Maintain Property files. Complete set of procedures and tasks before new ones are begun.

What we can do for you!

Barkan offers a competitive compensation and benefits package to full-time employees that includes:

- Medical/Dental/Vision
- Flexible Spending Accounts
- Life Insurance
- Short and Long-Term Disability
- Paid Time Off
- 401(k) Match
- Group Legal/Critical Illness/Hospitalization/Accident/Pet Insurance
- Employee Assistance Program

The Barkan Companies is an equal opportunity employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics.

Words : 425 Characters : 3109

Send resumes to :

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