

ASSISTANT PROPERTY MANAGER

LOCATION: Cambridge, MA

SALARY:45-55K

POSITION DESCRIPTION: Our Boston Client has an IMMEDIATE NEED for an Assistant Property Manager.

If you are familiar with the real estate industry, have commercial office building experience, and are ready for a change. This could be the job for YOU!!

QUALIFICATIONS: The ultimate candidate will possess the following skills:
Minimum of 2 years experience assisting with real estate/property management with additional clerical support responsibilities Computer proficiency with Word, Excel, and Outlook. MRI experience a plus Strong verbal and written communication skills and effective organizational and problem solving skills.

Must be able to manage staff and develop effective working relationships with vendors, contractors, and tenants.

Able to draft and write detailed notes, communications to tenants, vendors, and contractors.

Detailed oriented and able to convey information verbally and in writing, in a clear and concise manner.

College degree or an equivalent combination of education and/or experience is required.

Competitive salary, excellent benefits package and bonus structure!!!

In order to apply for this position please contact Vena Burgess @ 703.344.0278 or email your resume to vburgess@srclarke.com