

Graham & Company, LLC
Birmingham, AL - Property Management Administrative Assistant

I. POSITION SUMMARY

Primarily responsible for performing all administrative tasks in support of the organization's property management department as well as performing various clerical work as directed in support of the organization. Tasks include filing; preparing letters, lease summaries, and management proposals; fielding maintenance calls; and serving as a back up to the receptionist.

II. QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skill and/or ability required.

- High school diploma is required, college preferred.
- Two or more years experience working in an administrative assistant role, real estate experience a plus.
- Competency in the utilization of software programs such as: Microsoft Word and Excel, as well as Internet functions, Skyline a plus
- Ability to maintain security of sensitive or confidential documents and information.
- Ability to work in a fast-paced and high-energy environment with a high level of maturity.
- Proficient in time management, initiative, and decision making skills without constant monitoring.

III. ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Provide professional and courteous communication skills (written and verbal)
- Coordinate multiple projects and schedules
- Provide detail-oriented and extremely organized work product
- Read carefully and comprehend the terminology of leasing and management agreements
- Be able to think quickly and provide solutions to various maintenance issues