

Wadsworth Development Group

Real Estate Administrative Assistant - Job Description

Job Title: Real Estate Administrative Assistant

Department: Property Management/Development/Legal

Reports To: Director of Development

FLSA Status: Non-Exempt

Prepared By: Property Manager/Director of Development

Prepared Date: 1-4-2018

POSITION-SUMMARY

The Real Estate Administrative Assistant is responsible for assisting multiple departments within the company. The primary role will be to support the property management and development teams, while providing some administrative support to the legal department.

DESIRED QUALIFICATIONS & SKILLS

- College graduate with previous real estate, property management, or lease administration/administration experience. A minimum of a bachelor's degree or equivalent training.
- 3 or more years of related experience in related fields
- Commercial real estate and tenant lease knowledge
- Knowledge of Yardi Voyager Commercial Management Software or comparable a plus.
- Strong proficiency in Microsoft Office Suite
- Ability to work independently
- Must be able to manage and complete detailed projects
- Ability to effectively and efficiently manage a large workload, being able to prioritize, follow-through and report-back on delegated tasks through completion
- Excellent organizational, verbal communication and correspondence skills
- Proactive, creative and energetic team player with a positive attitude

RESPONSIBILITIES – PROPERTY MANAGEMENT

- Assists Property Manager with tenant-related calls and in executing the Tenant Retention Plan (helps track tenant calls and assists in tenant retention)
- Assists Property Manager in creating seller's disclosure files when properties are sold
- Establishes new property files and maintains new and existing tenant files
- Produce, Track, and Manage all Work orders - in Yardi
- Assists Property Manager in identifying info for new property management agreements that need to be created
- Cancel corporate contracts as needed when properties are sold
- Assists tracking vendor insurance requirements, and ensures certificates of insurance are on file for all vendors
- Assists Property Manager in identifying information for and preparing property management agreements.

- Assists with research for MLA (Market Lease Assumption), calculations, analysis & projected property expenses
- Manage and code all credit card invoices
- Processes general administrative requests from the Property Manager as needed

RESPONSIBILITIES – DEVELOPMENT TEAM

- Will generally assist project managers in the development & management of new and existing developments
- Assist project managers to book travel
- Work with utility companies to shut off and start permanent and temporary service
- Work with Project Managers to provide required lender documentation (acquisition loan package, construction loan package, monthly construction draws)
- Coordinate and track the company's construction cameras and input data on the company website
- Coordinate the wrap up for projects (submit bond release applications, terminate builder's risk insurance, draft press releases, send a tenant gifts etc...)
- Prepare internal insurance checklists to obtain builder's risk insurance and general liability insurance
- Assist project managers to set up kick-off meetings with property management team
- Assist to set up turnover meetings between development team and property management team
- Send out weekly updates on projects to tenants
- Assist project managers to prepare and submit loan draws to banks
- Get project photos for each completed project with the correct pixel size
- Order signs/banners for projects on construction getting ready to start
- When necessary, act as a courier to deliver checks and necessary documents to cities or vendors
- Assist project managers with expense reports
- Processes general administrative requests from the Project Managers/Director as needed.

RESPONSIBILITIES - LEGAL TEAM

- Assist legal department to draft entity organizational documents and file applicable documents with the state Division of Corporations
- Obtain EIN's for new entities
- Renew and dissolve entities with the state Division of Corporations; track all entity renewals and dissolutions
- Update company quarterly accomplishments with leases, acquisitions and dispositions
- Save, print, tab and file legal documents as necessary
- Check documents after signature and notarization to ensure completeness
- Calendar and track dates from purchase and sale agreements
- Processes general administrative requests from General Counsel as needed

Email Resume and Letters of Recommendation to Robert Booth at robert@wadsdev.com