



## Property Management Coordinator

Waypoint Real Estate, LLC – Fort Collins, CO

Waypoint Real Estate is looking for a full-time Property Management Coordinator to assist with management and maintenance services for over 3,000,000 SF of property in Northern Colorado. The Property Management Coordinator will provide support to a busy property management office, and assist the Property Management team in maintaining positive relations with our clients and tenants. We will pursue a professional, disciplined, organized multi-tasker with excellent people skills. Waypoint Real Estate is a growing company offering commercial brokerage services, property management, and investment services. Come be a part of this talented team.

### Job Description:

#### Responsibilities include:

- Greeting and assisting visitors as they enter the office and making them feel welcome
- Answering the main phone line, assisting the caller, and routing accordingly or relaying messages
- Providing scheduling support by booking appointments, meetings, and conference calls
- Handling office tasks such as paper filing, electronic filing, printing and binding, and scanning
- Gathering, opening, and distributing mail
- Sending out monthly financial statements to owners.
- Fielding maintenance requests via phone/email and entering them into a property management software
- Maintaining office supply inventory, reordering and organizing the supply room
- Conducting Electronic File Audits and managing an organized e-file system
- Obtaining and organizing insurance paperwork for tenants
- Provide Property Management support in meetings, task management, and client communications
- Contribute to and maintain an organized filing system (manual & electronic) for all properties, leases, amendments, certificates of insurance, tenant work order billings and other general files.
- Various errands around town
- Special Projects as assigned

#### Required Experience:

- 2+ years of administrative assistant experience
- High school diploma/GED required

#### Preferred Qualifications and Experience:

- Bachelors Degree in Business, Finance and/or Real Estate, Accounting, Construction Management, or Hospitality, preferred, or 2+ years' experience in Real Estate or Property Management
- Experience using Microsoft Office suite, particularly Microsoft Outlook, Word and Excel
- Effective written and oral communication skills
- Ability to prioritize tasks and follow procedures
- Work Style: Flexible, team player, positive attitude, strong inter-personal and problem-solving skills
- Commitment to operational excellence and detail
- Contribution to Waypoint's commitment to community, volunteering time to a community non-profit

Salary commensurate with experience. This position will be full-time, with a competitive benefits package.

**To apply:** send cover letter and resume to Bethany Geisert at [bgeisert@waypointre.com](mailto:bgeisert@waypointre.com)

#### ***About Waypoint Real Estate:***

*Waypoint Real Estate is a local provider of commercial brokerage, property management, and investment services. Core to their purpose, Waypoint's work extends beyond real estate by donating 1% of gross revenue to community-based causes and each team member maintaining a leadership position on a local volunteer board or non-profit.*