



Property Management Assistant

Waypoint Real Estate, LLC – Fort Collins, CO

> **WHAT WE DO** > Waypoint Real Estate provides commercial brokerage, property management, and investment services in Northern Colorado and Southern Wyoming. Our purpose extends beyond real estate in our mission to create meaningful impact for our clients, for our team, and for our community.

Our property management solutions help Northern Colorado asset owners who want to achieve a high quality of life with peace of mind by enhancing tenant satisfaction, solving emergencies, simplifying complexity and providing creative problem-solving, unique market intel, transparency and visibility into their future.

> **WHY WE DO IT** > **To create meaningful impact for our team, our families, and our community.**

> **WHO WE WANT** > We are seeking a Property Management Assistant to join our talented commercial real estate management team. We will pursue an ambitious, organized, and professional individual who is eager to learn and contribute to our team. We will pursue someone who is team-oriented, operates with integrity, and treats others with respect. We will pursue those with high positive energy, and a person with whom we would enjoy spending time off the clock.

> **WHAT YOU WILL BE DOING** > You will work closely with Property Managers and Accountants to manage tenant requests, coordinate property coverage, ensure compliance standards are met, and maintain property records. In addition, you will work closely with Facilities Maintenance staff and third-party vendors to ensure basic property needs are met.

> **YOUR RESPONSIBILITIES INCLUDE** >

- Tenant Relations
 - Tenant Move-Ins and Move Outs
 - Field Maintenance workorder requests via phone/email, and enter into a property management software, tracking through completion, and submitting for billing
 - Obtaining and filing insurance paperwork for Tenants
- Facilities
 - Drafting and maintaining current vendor contracts as directed by Property Managers
 - Monitoring HVAC and building system contracts
 - Key system management
 - Sub-metering and billing coordination with Accounting team
 - Obtaining and filing insurance paperwork for vendors
- Database Management, Organization, and Process Management
 - Data entry as needed
 - Creating and managing after-hours manual for properties
 - Maintain updated electronic records in Property Management database for all properties, to include purchase orders, invoices, tenant workorders, and other relevant files
 - Back-up on company phone line when receptionist unavailable
- Property Management Support
 - Assist property managers with inspections as needed
 - Assist property managers in meetings, task management, and client communication, as needed
 - Various errands as required

> **MINIMUM REQUIREMENTS** >

- 2 years of administrative or professional office experience
- High school diploma/GED
- Proficiency in Microsoft Office suite, particularly Microsoft Outlook, Word, and Excel

Salary Commensurate with experience. This is a full-time position, with a competitive benefits package and growth opportunity.

To apply, please complete our Employment Application at www.waypointre.com/employment-application, and upload your cover letter and resume. For questions about the position, please email iwantajob@waypointre.com