



Employment



Commercial Management Assistant Needed

 by | in | 0 comments

Full Time  Colorado Springs, CO  Posted 11 hours ago



Griffis/Blessing

Job Posting Date: September 9, 2020

Phone: +1 719-520-1234

Description:

RESPONSIBILITIES:

To perform administrative, organizational and special project duties for Commercial Portfolio Manager as directed. Maintain a positive team oriented attitude and work for the good of Griffis/Blessing while building tenant and vendor loyalty by having a total service approach, while adhering to sys procedures and standards of Griffis/Blessing.

REQUIREMENTS:

- Be a quick learner, flexible, able to multitask and set priorities.
- Strong attention to detail and organization.
- Excellent grammar, punctuation and spelling.
- Intermediate/advanced Word, Excel, Adobe and PowerPoint skills required.
- Must have accounting background or experience.
- Be able to work independently with minimum supervision.
- Self-starter, outgoing, dependable.
- Strong customer service and communication skills, ability to deal with tenants, vendors and owners in a tactful manner.
- Professional appearance and demeanor.
- Be a team player.
- Be able to be on call and work OT when needed.
- A minimum of 2 years of property management experience preferred.

DUTIES:

- Assist with special projects including tenant estoppels, use tax calculation, new tenant packages and operational/promotional programs and other responsibilities and projects, as requested by the commercial manager
- Assist manager with contract and work order administration, correspondence, file maintenance, and tenant/vendor follow up on work performed
- Assist in maintaining all computer file systems
- Assist in maintaining all hard and electronic files for all properties in accordance with Griffis/Blessing standards, when requested
- Assist in answering the office phones based upon a designated schedule
- Act as liaison between manager and tenants in handling problems, complaints and promote a professional working relationship with our clients
- Process service and maintenance requests, dispatch vendors and monitor performance
- Prepare lease abstracts, set up tenant file, monitor lease expiration and assist manager with renewals as directed
- Prepare and send out bid proposal packets, under direction of the manager.
- Assist manager with other special projects as directed

- Assist with preparation of annual budgets in accordance with G/B standards
- Assist with the preparation and maintenance of emergency plans as requested
- Contract preparation
- Tracking and creating forms
- Research projects
- Perform word processing, typing, proofreading, completion of various reports, filing, making appointments, calling vendors, writing correspondence, etc.
- Assist managers as requested with tickler systems, daily calendars, appointments, travel or educational programs
- Assist in maintaining tenant and vendor information for the properties to include owner, tenant and vendor contact information
- Maintain system for tenant and vendor certificates of insurance as well as send correspondence as necessary to keep certificates of insurance current
- Generally assist other Portfolio Managers when their regular assistant is out or on vacation
- Required to be available after hours when Property Manager is unavailable to do so

Salary Range:

Based on experience

Benefits:

Insurance 401K Earned Leave Holidays Educational Reimbursement

Available:

ASAP

[Apply for job](#)[Connect with Griffis Blessing](#)[ABOUT](#)[Company History](#)