

Hiring Profile
Administrative Assistant —Property Management
Virginia Beach, VA

Interested in working for a company that provides its tenants with the highest level of customer service possible? That is a leader in developing high performance buildings? That creates and maintains strong, long-term relationships with its tenants and vendors? Then come join Liberty Property Trust's Virginia Beach, Virginia office as an Administrative Assistant to the Property Management team. You will be joining a team that has a reputation for valuing its employees and helping them use their talents effectively to grow with the Company.

THE SUCCESSFUL CANDIDATE WILL:

- Run Accounts Receivable reports and General Ledger reports monthly. Call delinquent tenants and/or prepare reminder letters.
- Complete monthly expense reports for property managers and technicians.
- Complete direct bill invoices to tenants and follow up to ensure timely payment.
- Conduct final construction inspections and prepare punch lists, when needed.
- Prepare request for proposals and service contracts.
- Track all current vendor contracts and assist in the coordination of maintenance projects with outside contractors.
- Assist property managers with the preparation of budgets, reconciliations, and escalations.
- Coordinate activities associated tenants moving in (e.g., welcome packages, gifts, etc.)
- Assist with tenant move outs and schedule repairs as necessary.
- Maintain tenant improvement files and contracts.
- Assist with tenant or construction calls.
- Copy invoices and file in corresponding folders.
- Answer the telephone using standard company procedures.
- Draft, proofread and send correspondence and tenant notices.
- Assist property manager with building inspections.
- Provide administrative support to other departments as needed.

WHAT WE ARE LOOKING FOR IN A CANDIDATE

- High school or the equivalent required. College degree preferred
- At least 3 years of administrative support experience required
- Strong customer service skills including the ability to juggle multiple priorities and maintain strong relationships with tenants and vendors
- Excellent verbal and written communications
- Proficient with Microsoft Word, Excel, Outlook and PowerPoint
- Able to work independently and effectively as part of a team
- Strong problem solving, time management and organizational skills

**LIBERTY PROPERTY TRUST IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO
WORKPLACE DIVERSITY. M/F/D/V**