

## **Commercial Property Management Administrator Opportunity**

InSite Realty Partners, L.P. is an established, privately owned commercial real estate company in Houston, Texas specializing in project leasing, property management, asset management and development services for over 9.6 million square feet. InSite also focuses on the acquisition and disposition of properties and investment sales and brokerage services.

We are looking for a motivated, self-starting individual to join our team as a full time Property Management Administrator.

### **Job Description/Responsibilities:**

- Assist with day-to-day operations, management of over half a million square feet of office space that is tenant intensive
- Monitor monthly reports of actual expenses versus budget, processing invoices
- Participate in annual expense recovery and reconciliation process
- Monitor contracts for services of security, maintenance, landscaping, etc. and administration of each
- Assist with ensuring that buildings are in compliance with all governmental regulations
- Assist with monitoring the construction of tenant spaces and capital improvements – process related invoices
- Assist with overseeing accounts receivables and the tenant collection process.
- Take care of tenant and property issues daily
- Handle complaints and concerns in a prompt, appropriate manner
- Communicate with property management, asset management, accounting, engineers, ownership and vendors
- Other duties/projects as required
- Reports to Senior Property Manager

### **Qualifications:**

- Prefer Bachelor's degree – Business Administration, Real Estate, Finance or related field preferred. May substitute 4+ years experience
- Working knowledge of Lease Agreements and administration of documents/process
- Microsoft Office (heavy Excel spreadsheets) and Outlook, Knowledge of MRI and IMPAK software a plus
- Team Player
- Strong initiative, honest and customer service oriented

### **Comprehensive Benefits Package**

Please email your cover letter and resume to Lynn Dippon for consideration @ [ldippon@insiterealty.com](mailto:ldippon@insiterealty.com) or fax to 713-339-5321.