

COMMERCIAL PROPERTY ADMINISTRATOR OPPORTUNITY

InSite Realty Partners, LP 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 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 Administrator.

Job Description/Responsibilities:

- Responsible for day-to-day operations and management of a high-rise office building.
- Prepare annual budgets/reports for assets – monitor actual expenses versus budget.
- Participate in annual expense recovery and reconciliation process.
- Secure contracts for services of security, maintenance, landscaping, etc. and administration of each.
- Ensure that buildings are in compliance with all governmental regulations.
- Oversee the construction of tenant spaces, manage capital improvements and approve related invoices.
- Oversee accounts receivables and tenant collection process.
- Oversee and take care of tenant and property issues daily.
- Handle complaints and concerns in a prompt, appropriate manner.
- Communicate with management and ownership.
- Other duties/projects as required.
- Reports to top management.

Qualifications:

- Bachelor's degree – Business Administration, Real Estate, Finance or related field preferred
- Texas Real Estate Broker or Salesman license preferred
- Previous experience in commercial property management preferred
- Working knowledge of Lease Agreements and administration of documents/process
- Microsoft Office and Outlook, Spreadsheets, Knowledge of MRI and Yardi software a plus
- Managerial skills and a 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 or fax to 713-339-1313.