



Company Summary: Boji Group is a well-established real estate development, property management and construction management firm with an extensive portfolio of commercial real estate and a commitment to excellence in customer service.

Position Title: Property Management Administrative Coordinator

Reports To: Director of Operations

Position Summary: Essential company position providing property management support services. As a main point of contact, represents the company and regularly interacts with visitors, tenants, professional service providers and business partners. The position requires professional and courteous conduct at all times and excellence in customer service delivery.

Responsibilities:

- Prepares work orders and schedules maintenance.
- Coordinates tenant move-in and move-out inspections.
- Maintains tenant, contractor and property files and documentation including leases, insurance certificates, and invoices.
- Promotes and maintains positive relations with tenants with prompt attention to service requests.
- Assists with planning and logistics for tenant communications and events.
- Administrates parking assignments and terminations for various parking lots
- Manages key card assignments, programming and distribution for tenants and contractors
- Assists with emergency response training for tenants, fire alarm drills, new tenant training and ensuring physical, electronic and data base files are consistent and current; may assist maintenance or other staff in emergency response such as fire alarms and other situations.
- Prepares information and reports for open issues meetings for all properties, issues follow-up items and maintains status
- Prepares various reports detailing tenant roster, building index, occupancy, work orders, and others
- Updates monthly utility usage spreadsheets for various properties
- Creates bi-annual newsletter to include tenant satisfaction survey
- Other duties as assigned.

Recommended Qualifications:

- Minimum 3 years of experience in administrative support
- Professional and courteous demeanor with commitment to excellence in customer service
- Ability to use discretion and maintain confidentiality with proprietary and other information
- Excellent verbal and written communication skills
- Proficient with Microsoft Office Suite, including Word and Excel
- Ability to prepare reports and communications on behalf of company
- Ability to multi-task and to work under time constraints and other stresses
- Knowledge of Yardi property management software preferred, but not required

This description is intended to illustrate the types of duties and levels of responsibility required of the position. It does not necessarily include all of the specifically related functions and tasks of this position, and does not limit the assignment of additional related duties not mentioned.



Work Environment:

- General office environment, Lansing, Michigan. There may be minimal travel to visit properties and attend meetings.

Compensation:

- Commensurate with experience. Company provided health and other benefits.