

Holladay Properties

JOB DESCRIPTION

Job Title:	Administrative Assistant
Location of Job:	1508 Elm Hill Pike Nashville, TN 37210
Work Schedule:	8:00 - 5:00 PM
Employment Type:	Full-Time
Compensation:	\$15 - \$18 hourly

The Administrative Assistant to the Property Manager works closely with the Property Manager, Assistant Property Manager (if applicable), Portfolio Manager and maintenance personnel in supporting them with the day to day duties and management of the commercial real estate properties. This individual is often the first contact with tenants and vendors and must handle calls in a professional, courteous manner in accordance with the Company's mission, vision and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Administrative Duties

- Responsible for administrative tasks including, but not limited to answering phones, filing, mailing, scanning, ordering office supplies, preparing monthly expense reports for Property Manager and Maintenance Staff, etc.
- Assist in the preparation and track all vendor contracts, maintain current vendor list, and obtain current COI, business licenses and W-9 on all Vendors
- Maintain and keep up to date web base program for building information and preventative maintenance work order system and ensure timely closure of all maintenance PM work orders
- Maintain property files
- Perform special projects for Property Manager
- Assist in the preparation of tenant gifts and tenant events

Tenant Related Duties

- Assist Property Manager with weekly tenant visits as required by client and maintain tenant visit log
- Prepare monthly newsletters and other publications for distribution
- Prepare tenant memos, notices and lease correspondence
- Bill backs to Tenants for maintenance charges
- Get locks changed for new Tenants
- Prepare and maintain tenant database as required
- Deliver Leases, SLP's, etc. to Hospital Administration or Corporate as needed

Facility Management Duties

- Assist Property Manager in completing monthly building inspections
- Maintain building signage, order/remove and bill back

- Maintain building access system, handle tenant request for access cards and keys
- Prepare incident report if property manager not on premises or for property manager with specific details, pictures and make sure everyone on list is copied

QUALIFICATIONS:

- College Degree preferred or progressive work experience addition to the qualifications below
- Front desk or office management experience
- Two (2) + years' experience in commercial real estate environment
- Proficient in Microsoft Office Products, Word, Excel and Outlook
- MRI Real Estate Software experience or ability to learn new programs quickly
- Desire to pursue Real Estate license
- Excellent grammar, clear written and oral communications skills are essential
- Ability to prioritize, organize and have productive time management skills
- Valid Driver's license, proof of insurance, and clean MVR report

PHYSICAL DEMANDS:

- Employee may be required to walk premises, sit for long periods of time entering data in computer system, and stand or stoop for extended periods of time while filing

PROMOTIONAL OPPORTUNITY:

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. To be considered, employees must have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

This description is not all inclusive and duties will vary depending on assigned portfolio.

About Holladay Property Services:

Holladay Properties is a full-scale land development, design/build and fully-integrated real estate company, as well as one of the largest medical office management firms in the country. Our medical division has a national reputation of excellence in MOB management and development of medical real estate assets for third-party owners and is an IREM Accredited Management Organization.

Employee Benefits include: Medical, dental, vision, 401K, Casual Fridays, strengths based culture, employee development, community involvement, competitive compensation