

Sterling Bay

<https://www.sterlingbay.com/>

Property Administrator

Chicago, IL

Sterling Bay is a rapidly growing Chicago-based commercial real estate development, investment, and management company providing fully integrated in-house resources including legal, architectural, construction and asset management departments. Sterling Bay's corporate offices have consistently been named one Chicago's most creative workspaces and we foster an entrepreneurial environment for all our employees.

Summary of Position

Sterling Bay is looking for a professional and energetic candidate to fill the role of Property Administrator. This role is focused on delivering superior customer service to tenants and guests at a Class-A office building in downtown Chicago. The Property Administrator will also provide administrative assistance to rest of the Property Management team and will serve as office manager for the building management office. This is an entry-level position that will provide a first step and introduction to the dynamic field of Property Management.

Primary Responsibilities

- Maintains relationships with tenants by serving as the first point of contact.
- Provides support to Property Manager, Security Supervisor, and Chief Engineer
- Maintains building scheduling calendar, contact lists, office supplies, and office organization.
- Monitors building work order system, Angus, and follow up with the tenant to ensure satisfaction
- Assists with accounts payable and monthly tenant statements.
- Organizes building and tenant events throughout the year.
- Enforces and tracks compliance with insurance requirements for tenants and contractors.

Qualifications

- Bachelor's degree or equivalent experience/education required.
- Experience in handling a wide range of administrative related tasks.
- Ability to work independently, organized, and pays close attention to detail.
- Proficiency in Microsoft-based software including Word, Excel, and Outlook.

Compensation

Competitive salary as well as a performance-based incentive.

Benefits

Sterling Bay offers a compensation package commensurate with experience. Benefits include but are not limited to participation in a 401K plan and a competitive healthcare package.