Prism Property Service

Title: Property Coordinator

Location: Bloomfield, NJ

Job Type: Full-Time (Entry-Level)

Compensation Type: Hourly

Start Date: ASAP

Job Description:
Responsible as a key member of the team, occasionally working on an independent basis; including the ability to direct others work efforts when needed. Responsible to provide assistance to customers and staff with a primary focus on facilitating the work order program. Additional responsibilities include compiling financial reporting & analysis, invoicing, budgeting, customer reporting, implementing customer surveys, initiating bid requests, providing timely transactions of communication & information, and providing support and backup to co-workers to ensure goals are continuously met.

Primary Responsibilities:

1. Work Order Program
   a. Implementation, roll out, and ongoing upkeep of Software
   b. Create and dispatch work orders utilizing the work order system
   c. Point of contact for fielding tenant and contractor calls
   d. Interfacing and streamlining system w/property management field offices, Prism accounting and senior management.

2. Lease Administrator/Coordinator
   a. Complete and up-date Lease abstracts
   b. Monitor/track tenant and vendor insurance certificates

3. Accounts Payable/ Accounts Receivable and Reporting
   a. Code invoices for Property Manager approval
   b. Perform Tenant billings on a monthly basis
   c. Work with corporate to track delinquent A/R’s
   d. Default notices (i.e. Notify tenant by letter in accordance w/Lease provisions)
   e. Assist in the development of budgets and generate timely departmental reports (labor hours, open work orders, etc.), consolidating data from multiple locations
   f. Preparations of summary reports in a manner appropriate for managers and decision makers to measure results and/or establish corrective plans. Examples are benchmark reports, variance & forecasting reports, Performa reports, energy reports, etc)

4. Due Diligence Support
   a. Provide administrative assistance in all acquisitions and property sales
b. Facilitate utility transfers

c. Compile vendor and tenant information

5. Miscellaneous:

a. Ability to handle multiple tasks, manage time effectively, and establish priorities to meet deadlines in a fast paced team environment.

b. Assist in the maintenance of company databases

c. Coordinate meetings and special events

d. Participate on project teams and customer task forces as required

e. Track and report on team’s customer service performance

f. Develop/maintain positive relationships with customers and staff

g. Perform accurate word processing, including letter composition, as appropriate, presentation packages (including graphics), and spreadsheets

h. Maintain confidential organized files and staff schedules

**Qualifications:** Some Office work experience and Microsoft (Word, Excel, PowerPoint, Outlook)

**Application Instructions:** Please e-mail resume to Openposition@prismpartners.net