



Job Title: Property Manager Assistant
Job Location: CityPlat HQ in Raleigh, NC
Job Classification: Full-time
Scheduling: Monday - Friday 8am-5pm

Company Description: We are CityPlat. We're a professional services firm specializing in commercial real estate brokerage, development, and acquisition. We help real estate owners, occupiers, developers and investors achieve their business ambitions. Our primary focus market is Raleigh-Durham including RTP, Chapel Hill, and additional parts of Eastern North Carolina.

Core Values: An ambitious team, our portfolio provides a unique opportunity for you to work with the region's leading business partners. Establishing long-lasting professional connections and providing expertise in client services is key to our success. Together, we put intention into action on landmark projects and game-changing real estate initiatives. Do you have what it takes to join us?

Commitment to Growth

Passion For Real Estate

Authentic Camaraderie

Tenacious Persistence

Humble Confidence

Job Summary: The Property Management Assistant is responsible for supporting the property management team with CityPlat's portfolio.

Essential Functions By Category:

Accounts Payable/Receivable

- Accounts payable processing including maintaining vendor and W9 information, coding and entering invoices, and reconciling credit card statements
- Accounts receivable processing including assisting with AR billings, calculating utility and expense reimbursements, collections, preparing default notices, etc.
- Assist with preparation of financial reports
- Assist with budget preparation, including solicitation of bids and data entry.
- Send duplicate invoices, etc. to tenants as requested

Lease Administration

- Create and maintain original lease files for reference by Property Managers, Accountants and Auditors. Documents include lease, security deposit, and copies of correspondence, CAM reconciliations, rent collection letters, and certificates of insurance
- Generate move-in letters that confirm move-in dates, first month, and subsequent monthly rent calculations and establishes appropriate payment methods (coupons, statements) and terms

- Work closely with Property Managers and Accountants to ensure that lease terms are understood and clarified with tenants as necessary

Additional/Miscellaneous

- Create and track vendor contracts and amendments
- Track vendor and tenant Certificates of Insurance
- Coordinate the bidding of capital and tenant improvement projects. Soliciting bids, filing lien agents, and compiling bid comparisons
- Handle tenant correspondence and work order management
- Create and track tenant event agreements
- Create and track tenant approval letters for projects from initial work through close-out
- Undertake landscape inspections – document and follow up
- Undertake house cleaning/janitorial inspections – document and follow up
- Assist with due diligence paperwork – estoppels, etc.

Requirements:

- Previous job-related experience in commercial property management accounting systems, day-to-day acticie of accounts receivables, accounts payable, lease administration, and management reporting.
- Proficiency in Microsoft Word and Excel is required.
- Experience in AppFolio property management software system is preferred.
- Exceptionally strong communication skills demonstrated in both writing and conversation.

To apply, please send a cover letter and your resume to info@cityplat.com