

Commercial Assistant Property Manager



Wallace Properties - Property Management Division is looking for an Assistant Property Manager to provide support on retail and office properties. We are a very fast paced office with a team environment. This is a mid-level position.

Job duties will include but not limited to:

- ☒ Assisting property managers in managing their portfolios
- ☒ Communication with tenants and vendors
- ☒ Property visits
- ☒ Maintain tenant and property files
- ☒ Other projects at the direction of the property managers
- ☒ Back up for emergency calls after hours
- ☒ Administrative duties, including filing, up keeping databases

Skills required:

- ☒ Retail and office property management experience preferred
- ☒ Must have a Washington State Real Estate License or obtain one within 60 days of employment
- ☒ Excellent customer service and communication
- ☒ Very organized
- ☒ Attention to detail
- ☒ Exceptional follow through
- ☒ Multi-tasking
- ☒ Proficient in Microsoft Word, Excel and Outlook
- ☒ Ability to learn quickly and take direction
- ☒ Must have a car
- ☒ Tasks change from day to day so flexibility is a must

Office hours are M - F 8:30am - 5:30pm

Please submit your resume along with salary requirement