



Job Title: Administrator, Real Estate Services
Job Code: 127002
Business Unit: Asset Services

Reports To: Real Estate Manager

Approved Date: September, 2011

JOB SUMMARY

Under limited supervision, provides general administrative support for the Real Estate Management Team. Assists with tenant and vendor customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of administrative tasks for assigned staff including but not limited to phone support, draft, preparation and distribution of correspondence, expense reporting, calendar and scheduling, meeting coordination, filing and copying, etc.

Maintains tenant, vendor and property files, including insurance certificates, lease abstracts, etc. in accordance with prescribed standards.

Works with Building Technician staff and vendors to compile a list of maintenance items. May open work orders. Coordinates and monitors status of work assigned to vendors.

Coordinates tenant events and appreciation. Assists with publication and distribution of tenant newsletter.

May initiate rent collections correspondence and phone contact with tenant where permitted by state regulations.

Assists with budget preparation by researching costs for supplies and services and obtaining bids as directed. Comply with bid process guidelines. Assists with preparations of monthly and quarterly management reports.

Assists with preparation of Common Area Maintenance (CAM) dues, invoices and related correspondence.

Administers accounts payable and accounts receivable. Codes invoices for payment, inputs into accounting system and forwards original invoices to accounting for payment.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

No formal supervisory responsibilities in this position.

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May provide informal assistance such as technical guidance and/or training to coworkers.

May coordinate work and assign tasks.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

High school diploma or general education degree (GED) and a minimum of three years of related experience and/or training.

CERTIFICATES and/or LICENSES

None.

COMMUNICATION SKILLS

Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding. Ability to write routine reports and correspondence.

Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor.

Ability to effectively present information to an internal department and/or large groups of employees.

FINANCIAL KNOWLEDGE

Requires basic knowledge of financial terms and principles. Ability to calculate simple figures such as percentages.

REASONING ABILITY

Ability to understand and carry out general instructions in standard situations. Ability to solve problems in standard situations. Requires basic analytical skills.

OTHER SKILLS and/or ABILITIES

Intermediate to advanced skills with Microsoft Office Suite

SCOPE OF RESPONSIBILITY

Decisions made with general understanding of procedures and company policies to achieve set results and deadlines. Errors in judgment may cause short-term impact to co-workers and supervisor.