

JOB DETAILS

Business Title	Grade	Job Level
Property Administrator	Operations	5
Department		
Property Management		
Reports to		
Property Manager		

JOB SUMMARY

Under limited supervision, provides general property administrative support for the retail client property's site-based team. Assists with tenant and vendor customer service, coordinates with leasing agents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Key Tasks

- Performs a variety of administrative tasks for assigned staff including but not limited to phone support, draft, preparation and distribution of correspondence, contracts, leasing reporting (dashboard), 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 technical staff and vendors to compile a list of maintenance items. Coordinating and monitoring status of work assigned to vendors.
- Assists with publication and distribution of tenant newsletters, notifications etc.
- May initiate rent collections correspondence and phone contact with tenant where permitted by state regulations.
- Assists with budget preparation and rents recommendations by researching market available information and competitors.
- Assists with the preparations of weekly, monthly and quarterly management and financial reports.
- Assists with maintenance related tasks relating to property leasing, reinstatements and refunds and related correspondence (move-in, move-outs, reinstatements, refund documents and initial calculations, etc.) Assists other team members when and as required.
- Performs other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

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.
- Ability to proactively approaching situations and proposing solutions

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 Abilities

- Intermediate to advanced skills with Microsoft Office Suite

Commitment to Values

Demonstrated ability to adhere to an organisational set of core values and act in line with those values. Our CBRE R.I.S.E. values:

RESPECT – Treat everyone with dignity, value their contributions, and help one another succeed.

INTEGRITY – Uphold the highest ethical standards in our business practices.

SERVICE – Dedicate ourselves to making a meaningful impact with our clients and in our communities.

EXCELLENCE – Aspire to be the best in everything we do and drive for continuous improvement.

RESPONSIBILITY

Supervisory Responsibility

- No formal supervisory responsibilities in this position.

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.

EXPERIENCE AND QUALIFICATIONS

Qualifications	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.
Education and Experience	<ul style="list-style-type: none"> • High school diploma or general education degree. • A minimum of three years of related experience and/or training. • Experience of property management systems desirable particularly Yardi. • Experience in retail property environment and customer care are essential.
Certificates and/or Licenses	None
Languages	Fluency in English, verbal and written. Arabic and other languages are advantageous.
Professional Certification/Licenses	UAE Driver's license (Necessary)

DOCUMENT NAME: Job Description

This is an official CBRE Human Resources document and is intended for internal distribution to company employees only. This job description has been designed to indicate the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.