

# Property Assistant Job Description

Newmark Group, Inc. (Nasdaq: NMRK), together with its subsidiaries (“Newmark”), is a world leader in commercial real estate, seamlessly powering every phase of the property life cycle. Newmark’s comprehensive suite of services and products is uniquely tailored to each client, from owners to occupiers, investors to founders, and startups to blue-chip companies. Combining the platform’s global reach with market intelligence in both established and emerging property markets, Newmark provides superior service to clients across the industry spectrum. For the year ending December 31, 2022, Newmark generated revenues of approximately \$2.7 billion. As of September 30, 2023, Newmark’s company-owned offices, together with its business partners, operate from approximately 170 offices with 7,400 professionals around the world. To learn more, visit [nmrk.com](http://nmrk.com) or follow [@newmark](https://twitter.com/newmark).

## **JOB DESCRIPTION:**

Provide assistance to a team of Property Managers in all administrative aspects of property management administration and reporting. Lead member and first (telephone) response for tenant/customer service requests serving a portfolio of investment and corporate properties. Compile, and assist in the preparation of, various monthly (and other periodic) property operational, administrative, and financial reports. Administrative duties require broad experience, skill and knowledge of organization policies and practices for a specific group or individual. Analysis and determination of information requests and follow-up. May directly assist in budget preparation and control activities.

## **ESSENTIAL DUTIES:**

- Ensure financial controls and business processes are in place relative to processing, monitoring, analyzing, and reporting all expenditures. Where lacking, assist in developing programs to support the business needs.
- Coordinate with Property Managers in property-related documents administration - memoranda, letters, monthly reports, proposals, and other projects from draft using company software packages such as Excel and Word. Ensure timeliness and accuracy of documents.
- Coordinate tenant service requests pertaining to property operations and administration. Maintain a professional image to internal and external callers. Delegate calls to property service technicians (Building Engineers) or vendors and follow up with service technicians, vendors, tenants and/or property manager as required.
- Compile information, prepare and update reports or process other documents as required: Vendor Insurance Certificates, Vendor Service Agreements, Vendor Purchase Orders, Vendor Invoices and Service Records, Property Emergency Call Lists, Tenant Contact Lists, etc.
- Develop and maintain property filing & tracking systems for reports and documents identified above in accordance with company policies.
- Assist Property Managers in the annual budget preparation and development.
- Administer and print various property accounting reports (as produced by the company’s accounting software) for Property Manager review or compilation in the property monthly (or other periodic) reports – Accounts Receivable, Check Register, Variance Report, General Ledger, Rent Roll, etc.
- Administer vendor, insurance, tax, and other property invoices. Date stamp, code/process for Property Manager review/approval and enter into the appropriate accounting system.
- Organization and scheduling of meetings. Prepare/organize items in relation to meetings, including but not limited to, site reservation, preparation of necessary materials, interaction with attendees, etc.
- Assist Property Managers in the monthly billing, periodic tenant billing adjustments (PTAR’s) and subsequent collections of monthly tenant rent and other tenant receivables.
- Prepare and distribute tenant invoices for billable services as required. Ensure that billable information is submitted to accounting and is entered correctly into the tenant account.
- Oversee copying, faxing and mail distribution within designated area. Monitor and order general office supplies as needed.

Ensure assigned office equipment is adequately maintained and secure. Contact and coordinate with vendors to service or repair equipment.

- May perform other duties as assigned.

**SKILLS, EDUCATION AND**

**EXPERIENCE:**

- Bachelor's Degree or High School Diploma/General Education Degree (GED) and a Minimum 3-4 years previous related experience preferably in a Real Estate Background.

- Proficient in Microsoft applications (Outlook, Word, Excel, Sharepoint, Teams).

- Working knowledge of Internet and Internet Searching Techniques.

- Ability to work independently with minimal supervision.

- Flexibility to handle changing priorities and projects.

- Ability to prioritize workload with an attention to detail and willingness to complete projects in a timely and efficient manner.

- Strong proofreading and editing skills.

- Strong business vocabulary, grammar, and effective communication skills.

- Discretion regarding personnel and industry-related matters.

- Excellent interpersonal skills.

- Attention to detail.

Broker or salesman license as required for property management in the state/s where business is transacted.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

Newmark is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.