



Property Administrator

Real Estate Development Company has a position for a person who is reliable, honest, hands on and has:

- High organizational skills
- Administration experience
- Excellent reporting and follow up skills
- Excellent track record
- Provide good references
- Min 5 years of experience
- Knowledge with Microsoft office (word, excel, etc)
- Knowledge of electric, plumbing, HVAC and construction
- Strong negotiation skills

Supervise:

- Schedule work orders
- Daily maintenance schedule of 5 properties
- Order supplies
- Source Sub Contractors for welding, road work, garbage disposal, construction, repairs and maintenance contracts
- Inventory tools and equipment
- Negotiate work orders as directed
- Coordinate sub contractor's work

Great opportunity for growth!

Please forward resumes to the attention of:

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