



Property Management Assistant (Exempt) Dallas

About Holt Lunsford Commercial

Founded in 1993, Holt Lunsford Commercial (HLC) is a values-based, customer-focused, full service third party commercial real estate company. We are a fast-growing real estate provider in Dallas, Fort Worth, and Houston. We oversee 83+ million square feet for both private and institutional owners.

IMMEDIATE IMPACT. MEANINGFUL CAREER.

At Holt Lunsford Commercial, we know our success begins and ends with our people. It's the reason we work hard to attract and retain the best and brightest talent. From day one, you will be an integral member of our high-caliber, collaborative team. We will empower you to apply your energy, expertise, and creativity to meet our clients' needs while instilling you with unsurpassed market knowledge and development opportunities to succeed. When you join Holt Lunsford Commercial, you won't simply start a new job - you will build a meaningful and impactful career.

Job Description

Provide support to property management department in managing third party portfolios including maintaining and tracking documents required under the lease, contacting vendors to assist in obtaining bids, assist in monthly reporting and annual budget process and other duties related to the management of the portfolios.

Major Areas of Responsibility

- Handle tenant requests by contacting appropriate building engineer/vendor.
- Call vendors to request inspections when tenants are moving out (HVAC, plumbing, lighting, overhead door). Call vendors to obtain bids.
- Call fire monitoring companies to put fire sprinkler systems on test.
- Sort incoming faxes.
- Filing (tenant, project and vendor filing).
- Type daily correspondence including:
 - Letters (welcome packages, termination letters, commencement date letters, late rent letters, subordination agreements, memos to office tenants)
 - Service contracts
- Help collect unpaid rent by:
 - Running bi-monthly A/R report & copy manager on A/R status with written updates on A/R report.
 - Call delinquent tenants to find out why rent has not been received
 - Send late rent letter in accordance with HLC policy and procedures.Help process new leases/amendments including:
 - Update LMS
 - Send welcome package to new tenants
 - Forward file to Property Manager for review
 - After the file is reviewed by Property Manager, forward it for processing
 - Once lease is commenced, send commencement date letter, rent letter for all new leases and amendments
- Back up phones during breaks and lunch hour on rotation, if located at HLC corporate office.
- Maintain all Property Managers tenant lists on a monthly basis.



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- Maintain Required Forms list for all tenants in order to track important information such as, HVAC agreement, Certificate of Occupancy, Certificate of Insurance, Emergency Contact Phone Numbers, Letters of Credit and Commencement Date letters.
- Code utility invoices.
- Coordinate transfer of vacancy utilities.
- Input A/R and A/P as required, if applicable to the portfolio.
- Assist in preparation of property newsletter.
- Support management team in administrative duties.
- Other duties as assigned.

General Qualifications & Knowledge/Skills/Abilities:

- High school diploma or higher preferred or equivalent combination of education and experience.
- Min. two (2) years administrative experience; commercial property management experience a plus.
- Strong written and verbal communication skills with strong organization skills, attention to detail and customer service skills.
- Meticulous, analytical and computer literate with proficiency in Word, Excel and accounting software. General accounting skills.
- Able to follow policies and procedures. Ability to interpret lease language.
- Ability to handle multiple tasks while meeting strict deadlines.
- Supports organization's goals and values.

Licensing: Valid Driver's License

Training

Requirements: As outlined in HLC Training Policy