

**Tonn and Blank Construction**  
**Job Description**  
**Property Administrator**  
**Michigan City, IN Office**

Classification: Non-Exempt, Full Time  
Supervisor: Vice President of Real Estate

**Overview**

This job description is a general outline of the responsibilities for the position. The goal is to assist in defining the job description of the Property Administrator through the outline of his/her duties, authorities, and responsibilities.

The Property Administrator is tasked with providing administrative support to the Real Estate team. This position holder must exercise initiative and discretion in setting priorities to carry out all assignments. The Property Administrator will be held responsible for all aspects related to his or her tasks within their scope of duties.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

**Experience/Education/Requirements**

- High school diploma or GED
- Minimum four years of administrative or customer service experience
- Successful drug, alcohol, MVR and background checks
- Willing to accept responsibility to acquire specialized training
- Occasion travel required

**Skills and Personal Attributes:**

Skills required:

- Excellent verbal and written communication skills
- Impeccable time management and prioritization skills
- Ability to work both independently and part of a team
- Ability to handle multiple tasks while maintaining attention to detail
- Ability to meet deadlines
- Advanced knowledge in Microsoft Office Applications
- Knowledge of mechanical, electrical, plumbing, communications, and fire protection systems

- Experience/knowledge with drawings/floor plans, construction terminology, and construction and maintenance safety needs
- Knowledge of applicable local construction codes, local health codes, and ADA codes
- Working knowledge of AutoCAD a plus
- Must be able to support company policies and initiatives

### **Job Description Detail**

Duties will include:

- Handle any inquiries on building operations, leasing, and management issues
- Responsible for day-to-day administration of facilities and properties with building operations staff
- Provide administrative support to the Property Managers
- Manage the work order platform in collaboration with Property Manager, Assistant Property Manager and the Facilities Manager. Enters and maintains the following:
  - Tenant Contact Information
  - Preventative Maintenance Program
  - Tenant Work Orders
  - Tenant Email Blasts
- Manage the full Tenant Move in/Move out Process from start to finish
- Manage portfolio lease files
- Create new tenant files
- File Tenant correspondence
- Provide Administrative Support to Real Estate and Facilities Manager
- General administrative functions include but not limited to phone management, filing, and mailings
- Serve as liaison between Property Management team and the tenants
- Take a leadership role in communicating to/from tenants, vendors, the management team, community representatives, etc.
- Create and distribute news and events to appropriate parties
- Attend all required company meetings
- Represent the company in a professional manner
- Comply with all company policies and procedures
- Support the company's safety policy
- Other tasks as assigned