



Property Administrator

Job Title: Property Administrator

Type: Full Time

Location: Denver, Colorado

Urban Villages, Inc., is a Denver-based, privately owned real estate development and property management company that specializes in timeless design and environmentally responsible development and management practices (www.urban-villages.com). We focus on long-term value creation for all of our project stakeholders: investors, partners, tenants, neighbors, communities, and our environment. Urban Villages creates places where people and businesses thrive.

We are currently seeking a Property Administrator with great interpersonal skills and a disciplined attention to detail to join our growing team. The ideal candidate will be excited about downtown Denver, specifically the LoDo neighborhood, and the opportunity to be a part of shaping this unique and vibrant district.

Position Overview:

The Property Administrator supports the property management function by providing professional tenant communications, lease data entry, rent collection assistance, timely and accurate processing of property payables and invoicing, assistance in compiling reports, and various other administrative tasks. The position will have the responsibilities and duties listed below and will report to, and work directly with, the Property Manager.

Primary Responsibilities:

- Assist in the creation, organization and maintenance of all property and tenant documentation and file storage, including tenant leases and certificates of insurance
- Facilitate timely communications with prospective and existing tenants, including e-mails, phone calls, and face-to-face meetings related to property management activities
- Prepare and code invoices for Property Manager approval using company accounts payable software
- Monitor and maintain the property maintenance work order system
- Assist in the research and collection of market intelligence, including comparable lease rates, market vacancy, unit types and amenities
- Assist with monthly and quarterly management reporting, and annual budget preparation
- Prepare and coordinate contractor bids and service contracts
- Assist in the performance of all necessary functions to facilitate tenant move-in and move-out procedures



- Support Property Manager in the scheduling, planning, and hosting of property events, and the creation of tenant newsletters, online blogs, and other communications
- Assist in the inspection and maintenance of each property, and help coordinate repairs and services with maintenance department
- Generally to assist in all administrative functions of the Property Management department
- Other tasks, as necessary, to support the Property Manager, and Urban Villages' corporate goals

Candidate/Position Requirements:

- Bachelors degree required
- Colorado Real Estate Broker's License preferred
- Minimum of 1 year experience in the real estate industry or applicable administrative or legal experience
- Basic knowledge of commercial real estate and accounting
- Experience with MRI, Yardi, Nexus Payables or other property management/accounting software preferred
- Excellent oral and written communication skills, with ability to professionally communicate with diverse populations; polished interpersonal skills
- Well organized with attention to detail
- Ability to tackle multiple tasks simultaneously, without losing focus or attention on any one; not afraid to ask for help when needed
- Proficient use of Macs, strong skills in Word, Excel, and other office programs
- Ability to effectively present information to prospective or current tenants, investors, and other professional partners and vendors
- Absolute discreteness in receiving and handling sensitive information

Compensation and benefits:

Compensation will be commensurate with skills and experience. Employees may be eligible to participate in benefits packages, which include medical, dental, vision, retirement, paid holidays, vacation, sick time, and a public transit pass.

Application Process:

Candidates should send a cover letter, résumé, salary requirements and available start date, to propertyadministrator@urban-villages.com. Qualified candidates will be contacted directly. No phone calls, please.