



Use your Strong Work Ethic and Organizational Skills in a Professional Environment Where you Feel Valued, Challenged and Proud of a Job Well Done!

Office and Property Management Coordinator

Are you an administrative and multi-tasking ROCK STAR!? Do you love interacting with people of all kinds – tenants, accountants, clients, and co-workers? Do you thrive on managing a wide variety of tasks at once where no two days are the same? Can you own your position and master your responsibilities? If you like taking the initiative in a fast-paced, high-demand environment while doing something great for the community, then this is the job for you!

We're looking for an outstanding professional to join our team at Tax Credit Connection/Colorado Property Connection to help us work efficiently and effectively, while providing excellent customer service to our clients. We practice an open, honest communication style and provide employees with many opportunities for professional growth. We offer a respectful and supportive atmosphere where we appreciate and help you strengthen your skills, while you provide a top-notch contribution to the team and go the extra mile with a great attitude.

Qualifications:

- 1-2 years of experience as an administrative and/or real estate assistant in a fast-paced environment
- Property management experience a plus but not required
- Outstanding customer service skills
- Excellent written and verbal communication and interpersonal skills
- Strong attention to detail
- Ability to prioritize complex assignments and adjust these priorities seamlessly as needed
- Efficient decision-making and time management skills
- Reliable, self-motivator who takes pride in his/her work and frequently takes initiative
- Team player who enjoys collaborating with others
- Proficiency in Word and Excel
- WordPress experience preferred but not required

The ideal candidate:

- Has a strong desire to contribute to the success of our company, our purpose, and our clients
- Wants to regularly contribute value and ideas
- Is a creative problem solver with a 'think outside the box' attitude
- Will relish this opportunity, own this position, apply 100% effort
- Wants to grow their career through valuable experience and learning opportunities
- Can be a valuable contributor to our small team and will give what it takes
- Isn't afraid of demanding work

Responsibilities:

The primary responsibilities include, but are not limited to:

- Supporting the team in various areas including expense reports, travel arrangements, correspondence, errands, research and schedule assistance
- Property management coordinating including assisting with preparing contracts and leases, showing properties, corresponding with tenants and owners, and coordinating maintenance for rental properties
- Assisting our team by providing excellence with:
 - Maintaining our client database
 - Filing/scanning documents
 - Preparing presentation materials and informational articles for our clients
 - Assembling contract packets for tax credit clients
 - Assisting with electronic newsletters and website maintenance
 - Answering phones and providing excellent customer service
 - Running errands for the office
 - Maintaining office cleanliness

Salary and Benefits:

- The starting salary is \$40,000 annually, with paid PTO and holidays, health insurance and a 401K with matching contributions.

Work Hours:

- This is primarily a full-time, Monday through Friday position. Some work on nights or weekends will be required for showings – typically once or twice per month.

Application Process:

- In order for your application to be considered, please submit:
 - A cover letter explaining why you are interested in, and qualified for this position
 - A professional resume
 - A list of 3 professional references and contact info
- We will not process your application without all of the items listed above
- Applications accepted until position is filled
- Send your application to:

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www.taxcreditconnection.com

www.coloradopropertyconnection.com