



Vacancy summary

Property management assistant (remote work)

GE01453498

Tbilisi

Education : BEP - CAP

Experience : 3 years - 5 years

Industry : Real Estate

Position : Branch / Service Manager / Profit Center

Availability : Full Time

Languages

English : Fluent

Salary : 650\$ 1 803.78GEL

Vacancy details

The property management company, based in the USA is looking for a full-time remote office assistant.

Responsibilities include, but are not limited to:

Real Estate Transactions

Managing a client database and preparing reports.

Handle advertising of the property online and through social media

Perform property listings search using multiple sources.

Obtain information and public records about the property for sale

Preparing real estate forms and documents.

Assisting with closing processes.

General Property Management

Communicate with utility companies and municipalities

(utility connections, permits, inspections etc).

Answer incoming phone calls and handle each call accordingly.

Communicate with vendors and contractors.

Property repairs and maintenance schedules.

Rentals:

Interview and process potential rental applicants.

Manage paperwork corresponding to leasing agreements.

Handle accounts payable and receivables.

You must be fluent in English and be able to work in the New York (ETA) time zone (up to 22:00 Tbilisi time).

Contacts

mobile: (+374) 055 384436