**About Raj Properties:**

**Raj Properties is a rental property management company that has been in business for 27 years. It has multiple properties in the bay area and further expanding. We are looking for a highly self-motivated individuals who are looking to further their careers in the growing property management industry. This is a high-volume office which manages roughly 15 properties located around the UC Berkeley Campus.**

**Job Title: Office Assistant**

**Location: Berkeley, California 94704**

**Positions Available: 01**

**Remote: No**

**Type of Job: Regular – Full Time**

**Shift: Flexible. Typical hours are Mon-Fri (8:00 – 19:00) and Sat (9:00 – 17:00)**

**Benefits: Not Applicable**

**Salary Range: Negotiable – Based on Experience**

**Summary:**

Our company has an immediate opening for an Office Assistant in Berkeley, CA. The right candidate will assist the day-to-day operations of the company. The responsibilities include efforts to protect, maintain and enhance the value of the company. The receptionist will be supporting the direction of the Property Management team via coordination of its operational activities, leasing, customer service and marketing efforts. This position will represent the property owner to both the tenants and the public.

**Job Requirement:**

**Education: High School or Above**

**Experience: 12 Months preferable. Freshers are welcome.**

**Roles and Responsibilities:**

* A self-starter who requires minimal supervision
* Answer multi-telephone and properly direct the calls to different department
* Effectively checks emails and being able to respond in a timely manner
* Rent collection
* Participates in greeting, showing/touring and leasing of apartment rentals to prospective tenants
* Processing and supervising tenant's applications and qualification screening
* Has discretion regarding vendors
* Prepares tenant related notices
* Processes maintenance /repair work orders and invoices
* Maintains a high customer satisfaction rating
* Other duties as assigned by management

**Preferred Skills:**

* Customer/Client Focus
* Communication Proficiency
* Multi-telephone line proficiency
* Time Management
* Bilingual Preferred

This job mainly operates in the professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.