



## OFFICE ADMINISTRATOR

**Job Title:** Office Administrator  
**Department:** Apartments  
**Reports To:** Property Manager  
**FLSA Status:** Non-Exempt  
**Location:** Drexel Hill, PA. As needed, a McKee apartment location in Upper Darby, PA.

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**Summary:** The McKee Group, a property management, home building, and real estate investment company, is seeking a Full Time Office Administrator. The Office Administrator assists the Property Manager and plays a vital role in the operations the Lindenwood and Carole House apartment communities and the Company as a whole.

### Essential Duties and Responsibilities Include:

- Showing apartments to prospective tenants.
- Being knowledgeable of sales techniques, the apartment communities, and market conditions.
- Processing applications for approval following standard due diligence process.
- Assisting in the completion of leases and collection of rental deposits.
- “Shopping” competitive properties.
- Maintaining well organized files.
- Answering phones.
- Greeting residents and prospective tenants.
- Updating availability and traffic reports on a weekly basis.
- Ensuring apartments are ready for resident move-ins in a timely fashion. This includes liaising with Maintenance staff to ensure unit readiness.
- Following up with prospects that did not close.
- Finalizing all new resident paperwork prior to move-ins.
- Orienting new residents with the community.
- Performing move-out inspections and processing move-out documentation.
- Assisting in monitoring renewals, including distributing and following up on renewal notices.
- Monitoring advertising effectiveness.
- Demonstrating community and apartment knowledge. This included applying product knowledge to client needs by communicating the features and benefits of community.
- Accepting and processing payments.
- Account reconciliation.

**Supervisory Responsibilities:** None

### Education and/or Experience:

- High school diploma or GED

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- 1 year of Leasing Consultant experience preferred
- Experience in collections and resident relations a preferred
- Strong leadership skills and the ability to work independently required
- Strong oral and written communication skills required
- Demonstrated ability to work with people and promote teamwork.

**Computer Skills:**

- General computer skills required
- Proficiency in MS Office Suite required
- Timberline experience preferred (or experience with a comparable system required)

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily conducted in an office, where sitting for long periods of time is essential. The noise level in the office environment is typically quiet.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Equal Employment Opportunity:**

It is the policy of the Company to provide equal opportunity in employment and to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, ancestry, disability, military status, marital status, or any other legally-protected class, trait, or characteristic.

If you are interested in applying for this position, please respond to this posting with your resume.