- Indeed Job Board Post

Job Title: Property Administrator – Commercial Property Management
Location: 4400 W 78th St, Bloomington, MN
Job Type: Full-time
Experience Level: Mid-level (2–4 years)

About NAI Legacy

NAI Legacy is a full-service commercial real estate firm managing over 6 million square feet across four states. Our portfolio includes office, medical, industrial, retail, and commercial condominium properties. We deliver hands-on, hassle-free ownership experiences through responsive service, strategic planning, and a commitment to enhancing asset value. From leasing and budgeting to capital improvements and sustainability analysis, our property management team is known for its creativity, accountability, and client-first approach.

Position Summary

We're seeking a highly organized and proactive Property Administrator to support our commercial property management operations. This role is pivotal to daily workflow, tenant satisfaction, and policy compliance. The ideal candidate thrives in dynamic environments, communicates professionally, and brings a detail-oriented mindset to every task.

Property Operations & Support

- Serve as the in-office point person for multiple Property Managers
- Respond to tenant inquiries and coordinate maintenance requests via phone, email, and online portals
- Prepare and distribute correspondence, meeting packages, newsletters, and building notices

- Assist with vendor contracts, proposals, and performance tracking
- Maintain records for leases, insurance certificates, utility meters, access cards, and vendor files
- Support special projects, tenant events, and cross-functional initiatives

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Financial Administration

- Assist with accounts payable and receivable: invoice coding, bill-backs, reconciliations, and payment tracking
- Monitor budget vs. actuals and support capital job setup
- Help prepare financial reports and documentation for ownership groups
- Use platforms such as AppFolio and Avid for payment processing and recordkeeping

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Policy & Compliance

- Implement and uphold company policies, procedures, and compliance standards
- Ensure documentation aligns with legal requirements and internal protocols
- Maintain confidentiality and professionalism in handling sensitive tenant and financial information

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Qualifications

- 2–4 years of experience in administrative support, property management, or real estate operations
- Strong written and verbal communication skills with a client-service mindset
- Proficiency in Microsoft Office Suite; experience with AppFolio and Avid preferred
- Highly organized, self-motivated, and able to manage multiple priorities with discretion and urgency

- Bachelor's degree preferred; real estate license or driver's license may be required depending on location

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Benefits

[Insert company-specific benefits here—e.g., health insurance, PTO, professional development]

Apply today to join a collaborative, service-driven team making a real impact in commercial real estate.