

Chappaqua, NY

**WB Residential Communities is seeking a Property Administrator to join the team!**

**Submit your resume to [info@wilderbalter.com](mailto:info@wilderbalter.com)**

WB Residential Communities is seeking a full time Property Administrator in Chappaqua, NY to assist with the following: general office work, filing, preparing notices, rental applications, contractors' schedules, processing work orders, and assemble monthly newsletter and other duties as assigned.

Excellent organizational skills. Good phone skills and positive attitude required.

**Job details:** Full-time Mon. – Fri. 9am- 5:30pm

**Qualifications:**

- Administrative: 1-2 years
- Customer Service: 1 year
- Microsoft Excel Proficient
- US work authorization (Required)

*AAP/EEO Statement: WB Residential Communities is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.*

Job Type: Full-time

Salary: \$20/hr+