

C+C Apartment Management LLC.

Receptionist for Property Manager

C&C Apartment Management LLC, in business since 2004, manages the day to day operations of over 13,000 residential dwelling units across nearly 350 multi-family properties throughout the country with the highest concentration of properties located in New York City and the tri-state area. Currently, the C+C portfolio contains market rate, mixed market rate, affordable and full tax credit/affordable properties.

We have a great opportunity for an experienced Receptionist. The right candidate should show initiative, be detailed-oriented, be a good multi-tasker, have excellent customer service skills, have great verbal and written communication skills and maintain a professional demeanor at all times.

Across our residential portfolio, C&C also has extensive portfolio and expertise in marketing and managing retail and parking garages. Some of the retail tenants and parking operators include Urban Food Market, Blink Fitness, Duane Reade, Imperial Parking, Sherman Parking and Central Parking. We currently provide management oversight for over 3,500 total parking spaces, as well as storage and bicycle rooms.

We pride ourselves in providing the owners with a full breadth of management services to improve and enhance a property's revenue, cost control measures, maintenance, financial reporting, and resident relations. C&C is recognized as an industry leader in regards to the management and operation of real estate.

Areas of Responsibility:

- Attend to visitors and deal with inquiries on the telephone and in person.
- Provide information and answer questions regarding the organization to the general public, clients and customers.
- Answer telephone, screen and direct calls. Take and relay accurate messages, providing information to callers.
- Track daily information on spreadsheets.
- Process rent checks received in the office.
- Process daily Accounts Payable invoices.
- General administrative and clerical support.
- Responsible for ordering office supplies and keeping track of administrative monthly budget items.
- Other duties as assigned by management.

Qualifications/Minimum Requirements:

- Candidates should be familiar with Microsoft Office Products; including, but not limited to Word and Excel.
- Must be Bilingual in Spanish.

Years of Relevant Experience Required:

- Minimum one to two years of related experience within the property management industry.
- Experience with YARDI or similar property management software is ideal.

C&C offers competitive compensation and benefits and tremendous potential with a growing residential real estate developer/builder organization.

C&C is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Please submit a cover letter and salary requirements with your resume to lvarricchio@ccmanagers.com . Only those applicants under consideration will be contacted. If you are not contacted for this position, please accept our sincere thanks and appreciation for your interest. No phone calls please.