

JOIN OUR TEAM

Miller Chicago LLC is a full service real estate firm which has been active for nearly seven years. We offer Commercial Leasing and Brokerage, Property Management, Project Management, Residential Sales, and Leasing to all our clients. Our managing broker has been a Top Producer for the Chicago Association of Realtors, and Co-Star, and our VP is an industry leader in Property Management as a board member for the association and a teacher of property management classes.

Responsibilities:

- Help with budgeting and marketing for all managed properties
- Help coordinate maintenance requests between tenant and maintenance technicians
- Help with market rental comparables and pricing
- Coordinate weekly updates and reporting to property owners
- Help with rental collections

Requirements:

- Laptop
- Reliable transportation
- Illinois Real Estate Sales or Leasing is preferred

Compensation:

- Starting pay is flexible on hourly basis
- Set your own hours, Part or Full time
- Leasing and / or sales commission opportunities are available if one is licensed

Please email a Cover Letter and Resume to:
Miller@MillerChicagoRealEstate.com