

NOW HIRING

JUNIOR ASSET MANAGER

Established Commercial Real Estate Firm seeking entry level asset manager. Are you looking to expand your real estate skill set and learn about Property Management? Miller Chicago, LLC is hiring a Junior Asset Manager to help oversee its Chicagoland Real Estate Portfolio. Learn property management, maintenance and accounting from highly experienced professionals.

Responsibilities

- Set budgets for Real Estate Portfolio
- Coordinate maintenance & capital improvements
- Coordinate bill pay & accounts receivable
- Coordinate weekly updates & reports to property owners

Requirements

- Own a laptop & smart phone
- Have reliable transportation (your own car)
- Possess experience with Microsoft Excel
- Must have an active Illinois Broker's License
- Bonus for experience in Google Sheets, Quickbooks and Buildium

Compensation

- Starting hourly pay based on experience
- Set your own hours - part or full time
- Opportunities for leasing / sales commission also available

Email Your Resume To Miller@MillerChicagoRealEstate.com

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