

Oconomowoc Realty LLC is seeking an Office Administrator to assist in managing day-to-day administrative and customer service duties. Must be organized, able to prioritize, multi-task and show attention to detail.

This is a full-time opportunity. We are a family owned business, located in the heart of downtown Oconomowoc. If you are comfortable working in a small, fast paced office environment, this job may be a great fit for you. Essential duties and responsibilities include but are not limited to, the following:

- Interaction with tenants, customers, contractors and other visitors by phone and in person.
- Assist with the intake of rental payments, coordination of various repairs, and follow up with tenants and contractors as needed.
- Manage leasing of residential rentals and lease renewals.
- Coordinate move-ins and move-outs for residential rental units.
- Process security deposit returns.
- Update customer and real estate transaction databases.
- File and manage collection cases/liens.
- Monitor, update and troubleshoot problems with office equipment and software.
- Assist with ordering title work as needed.
- Assist with reserving storage units.

To perform the job successfully, an individual must demonstrate the following abilities:

- Excellent time management skills and ability to multi-task and prioritize work.
- Strong written and verbal communication skills.
- Organized and detail oriented.
- Cash handling.
- Problem solving capabilities.
- Strong work ethic.

We offer: Holiday pay, paid personal days, and profit sharing program (probation period may apply).

To apply, please submit a cover letter and resume.