



## JOB DESCRIPTION

**Title:** ADMINISTRATIVE ASSISTANT

**Location:** Phoenix, AZ

### ROLE SUMMARY/PURPOSE

Under the general supervision of the Property Manager or Leasing Director, performs a variety of administrative and clerical functions in support of property management, leasing, or administration of company operations.

### ESSENTIAL FUNCTIONS/TASKS

- Primarily performs data input into company information management systems, including property cash receipts, property accounts payable, insurance certificates, etc.
- Receive and process bills for payment according to established procedures, including coding of invoices and check requests and submits for approval, as appropriate.
- Prepare and distribute correspondence and tenant memos as directed, including special maintenance work and advising tenants of work schedule.
- Receives service requests from tenants, records and determines priority of response and routes to appropriate team member, as directed.
- Produce Lease Agreement documents and related paperwork
- Maintains and tracks tenant and Vendor Certificates of Insurance and updates information in the computer system.
- Maintain building security access systems, if applicable, issues security/access cards and building keys, as required.
- Performs general administrative duties such as filing, typing, and lease file management.
- Perform other special projects and duties as required by supervisor.

### QUALIFICATIONS/REQUIREMENTS

#### Basic Qualifications

- Bachelors degree and equivalent of at least 3 years secretarial/administrative work experience required
- PC literacy – MS Word, Excel, PowerPoint, Outlook - speed and quality of work imperative; PowerPoint preparation skills a must
- Must be able to work well under pressure and in tight time constraints with availability for occasional overtime on short/no notice

#### Eligibility Requirements

- Interested candidates must submit a resume/CV to [bpcareers@psbusinesssparks.com](mailto:bpcareers@psbusinesssparks.com) to be considered (note job# 2010020 - AAAZ)
- Must be willing to submit to a background investigation

- Must have unrestricted work authorization to work in the United States
- Must be willing to work overtime with short notice
- Must have valid driver's license.
- Must have reliable transportation.

#### Additional Eligibility Requirements

PS Business Parks will only employ those who are legally authorized to work. Any offer of employment is conditioned upon the successful completion of a background investigation.

#### **DESIRED CHARACTERISTICS**

- Excellent organizational and follow-up skills, ability to manage multiple assignments
- Strong written and verbal communication skills and proofreading skills with a high level of attention to detail
- Self-starter, high level of motivation, integrity and ability to work independently
- Experience using Yardi highly desired
- Professional approach, proven good judgment, creative problem solving
- Ability to handle sensitive and confidential information
- Ability to adapt to changing responsibilities
- Excellent interpersonal skills; positive attitude
- Strong team player

#### **ABOUT US**

PS Business Parks, Inc. (NYSE PSB) is a publicly traded full service real estate company with expertise in leasing, property management, acquisition and development. As of June 2010 the Company owned and operated approximately 20.1 million rentable square feet of commercial space located in eight states: Arizona, California, Florida, Maryland, Oregon, Texas, Virginia, and Washington. The Company also manages approximately 1.4 million rentable square feet on behalf of Public Storage, Inc. and its affiliated entities.

We are an Equal Opportunity Employer.