

JOB DETAILS

Job Title	Location
Residential Administrative Assistant	Bahrain
Department	Direct Reports
Property Management	Director – Property Management
How to Apply	Date Prepared
Email CV to bahrain@cbre.com	17/06/2020

JOB SUMMARY

Under direct supervision, provides general administrative support for assigned staff. Assists with tenant and vendor customer service. Day to day general office duties will include handling of phone and other enquires plus assisting clients and property tenants where property management staff are unavailable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Key Tasks

Key Tasks - General Office

- Performs a variety of administrative and clerical tasks for assigned staff including but not limited to phone support, distribution of correspondence, expense reporting, calendar and scheduling, meeting coordination, filing and copying, etc. Handling telephone calls when required
- Maintains tenant, vendor and property files, including insurance certificates, lease abstracts, etc. in accordance with prescribed standards.
- Assists with budget preparation by researching costs for supplies and services and obtaining bids as directed. Complies with bid process guidelines. Assist with preparations of monthly and quarterly management reports
- May initiate rent collections correspondence and phone contact with tenant where permitted by state regulations
- Tracks and files contracts and insurance certificates. Maintains follow-up system for expirations
- Administers accounts payable and accounts receivable. Codes invoices for payment, inputs into accounting system and forwards original invoices to accounting for payment.
- Schedules and coordinates meetings/special events as requested
- Performs other duties as assigned

OTHER DUTIES AND RESPONSIBILITIES

Communication Skills

- Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding.
- Ability to write routine reports and correspondence.
- Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor.

Financial Knowledge

- Understanding and experience of double entry bookkeeping and preparation of simple financial statements

Reasoning Ability

- Ability to understand and carry out general instructions in standard situations. Ability to solve problems in standard situations. Requires basic analytical skills.

Other Skills and Abilities

- Intermediate knowledge of computer software particularly MS Excel.
- Excellent time management skills and prioritising tasks
- High degree of attention to details
- Ability to work as part of a small and friendly team

Commitment to Values

Demonstrated ability to adhere to an organisational set of core values and act in line with those values. Our CBRE R.I.S.E. values:

RESPECT – Treat everyone with dignity, value their contributions, and help one another succeed.

INTEGRITY – Uphold the highest ethical standards in our business practices.

SERVICE – Dedicate ourselves to making a meaningful impact with our clients and in our communities.

EXCELLENCE – Aspire to be the best in everything we do and drive for continuous improvement.

RESPONSIBILITY

Supervisory Responsibility

- No formal supervisory responsibilities in this position.

Scope of Responsibility

- Decisions made with general understanding of procedures and company policies to achieve set results and deadlines.

EXPERIENCE AND QUALIFICATIONS

Qualifications	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Education and Experience	Minimum – suitable degree or work experience within an international organisation
Languages	Fluency in English and Arabic, verbal and written.
Professional Certification/Licenses	Bahrain's driving license