



Admin Assistant

The primary purpose of this position is to assist the BM in managing completed residential/commercial/mixed development properties as well as to take on other tasks that the Management believes are within the abilities of the holder and that fit in with the Company's strategies as circumstances dictate.

Job Description:

1. Implementing instructions as directed by the BM.
2. Reporting to the BM regarding implementation results and feedback.
3. General administration and operations which include ensuring all complaints (oral or written) by non-resident owners and residents are attended to and resolved expeditiously; implementing decisions made by JMC/Management Committee. Filing of documents and records, monitoring and administering the assets and their usage and other duties necessary for efficient management and operations.
4. Maintaining of up-to-date accounts and management of collections inclusive of issuance of billings and statement of accounts as per frequency set, collecting and administering all monies due for payment to Developer/JMB, Management Corporation from owners/tenants /defaulter(s).
5. Proper handling and safe keeping of daily collection and petty cash float with integrity if required.
6. Handling and liaising with customers on lobby/atrium/Courtyard bookings and events.
7. Preparation and submission of month-end dosing accounts reports.
8. Ensuring that occupants and contracts/service providers adhere to the House Rules and Bylaws.
9. Conforming to and implementing Company Policies, procedures and SOP.
10. Possess good interpersonal skills and able to maintain effective working relationships with division staff and customers.