

Marketing & Asset Coordinator for Multifamily Portfolio | Warmington Apartment Communities | Las Vegas, NV

Job Description:

Warmington Apartment Communities is seeking a full-time Marketing & Asset Coordinator for a Multifamily Portfolio in Las Vegas, NV.

Based in Southern Nevada, Warmington Apartment Communities (WAC) specializes in for-rent multifamily development and the construction of apartments. As part of the Warmington group of companies, Warmington Apartment Communities has an extensive understanding of financing and investor relations, land development, and construction and draws from a long history and a dedicated team of professionals to ensure efficiency, quality, and excellence.

Pay: \$55,000.00 - \$60,000.00 per year

Location and Hours:

In-office in Las Vegas, NV 89119 (not a remote position) from 8 am to 5 pm Monday to Friday (ability to work hours outside of the typical schedule not frequent but could be occasional, depending on business needs).

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Qualifications:

- Minimum of three (3) years of experience in a professional office environment (Required)
- Proficient in Windows OS, Microsoft Office, Outlook, Word, and Excel
- Strong attention to detail and highly organized
- Ability to anticipate the needs of the management team and independent problem-solving skills
- Excellent written and verbal communication skills
- Self-starter with the ability to work independently, prioritize, and complete tasks.
- Able to meet deadlines and prioritize to achieve deadlines.

Responsibilities:

- Gather and organize reports to update Excel spreadsheets and distribute them.
- Track receipts and coding to create monthly reimbursement reporting.
- Audit online community marketing for consistency and accuracy.
- Manage updates for contact lists for onsite teams across the portfolio.
- Create and manage property data sheets across the portfolio.
- Support the creation and promotion of the resident events program.
- Update online reputation reporting every quarter for the entire apartment portfolio.
- Responsible for regularly auditing reporting.
- Have a propensity towards process improvement and efficiency.
- Gather and redistribute shop performance results each quarter.
- Coordinate all meeting items, including scheduling, preparing, and setting up video conferences, food orders, presentations, and documentation.
- Confirm receipt, filing, and distribution of all weekly, monthly, and quarterly reports throughout the portfolio.
- Maintain digital and paper filing systems and the organization of the marketing/design area.
- Work on various ad-hoc projects and initiatives, often leveraging Microsoft Excel.
- Supports asset management team by performing organizational tasks and strong communication.
- General administrative duties, including organizing, scanning, filing, downloading, printing, and uploading files to Sharefile.
- Other duties as directed and assigned.

Apply Now: Submit your resume for consideration.

Online: Visit <https://www.thewarmingtongroup.com/careers>

Email: careers@warmingtonapartments.com