ParentJobNet
CONNECTING PARENTS WITH OPPORTUNITIES

# Office Coordinator

**Big Apple Living**
New York, New York
Posted February 22, 2018

Big Apple Living is a boutique Real Estate company that specializes in Corporate Housing and Extended Stay in New York City is looking for a positive and dynamic addition to its team.

Our vibrant and happy office requires a multi-tasking individual ready to tackle any challenge coming his or her way.

**MUST BE:**

- SUPER Organized and Responsible
- Available to work on weekends as well
- Available to commute to Manhattan and start early (8AM)
- Ready to start Part time prior to growing to Full time

**This fast paced, exciting and rewarding position includes the following key responsibilities:**

- Reply all costumer e-mail inquiries (100+ per day)
- Solve problems in real time
- Manage the Tenant relations
- Coordinate contractors and cleaners' schedule
- Prepare financial reports
- Requirements:
- Unusually detail-oriented

- High organizational skills
- Driven to develop his / her professional experience in the Real Estate industry
- Performing tasks at a fast paste with minimum/zero mistakes
- Problem solver
- Positive attitude at all times

Job Types: Full-time, Part-time

Salary: $12.00 to $16.00 /hour

Required education:

- Associate

Job Location:

- New York, NY

Please mention that you were referred through the ParentJobNet website.
*Visit our website for more new job openings at www.parentjobnet.org*
It's FREE to post jobs on the ParentJobNet website. Simply email your job postings to info@parentjobnet.org.