

Assistant Account Manager

We are...

- o A family-owned Chicago property management firm with more than 65 North side neighborhood communities and over 2500 units.
- o Dedicated to fostering the diversity, integrity, beauty and vitality of our neighborhoods.
- o Fueled by the notion that neighborhoods require investment for their prosperity and longevity.
- o Looking for an entry level on-site Assistant Account Manager to join our Accounting Team.

You will...

- o Share building account responsibilities with the team such as entering late fees, recording payments, processing notices, and notating accounts.
- o Maintain resident records and keep account information up to date.
- o Advise residents of necessary actions and strategies for debt repayment.
- o Have expert-level communication skills, both internally and externally.
- o Manage multi-line phone and intercom systems and in-person visitors.
- o Other projects from supervisor as needed.

You should...

- o Have significant computer skills and troubleshooting abilities.
- o Have excellent telephone skills.
- o Have a high school diploma or equivalent.
- o Be available on some Saturdays.
- o Multilingual skills a plus!

We offer...

- o Competitive hourly pay, commensurate with experience.
- o 40 hours guaranteed per week, with no overtime.
- o Full benefits and 401K after 6 months of employment.
- o 6 paid holidays per year.
- o 5 days paid vacation and 5 sick days after 1 year of employment.
- o Free lunch Fridays and birthday cake!

Submit your cover letter + resume in PDF form to jdiaz@becovic.com with the subject line "APPLY: Assistant Account Manager". Applications submitted without following these submission instructions will not be considered so take this opportunity to shine!