

If you are in an outside office, please print and post this email for all HP employees to see.

One of the leading Real Estate Companies has an opportunity for an Assistant Asset Manager in the northwest suburbs. The Assistant Asset Manager works under the direction of the Asset Manager and is responsible for providing excellent customer service and assisting with the daily operations, financial performance and administration of the portfolio. This position works closely with the building tenants and contractors to resolve problems and ensure tenant satisfaction. This position will also assist in lease preparation and financing support as well as other office duties as required.

Proficiency in MS Office, Excel, and Word software required. Responsibilities include monthly reporting, AP/AR, admin projects, written correspondence and general office activities. 3-5 years' experience preferred. We offer excellent compensation and benefits. Please email or fax resume with required application found on the website (www.hamiltonpartners.com) and salary history/requirements to:

Hamilton Partners, Inc.
300 Park Blvd. Suite 201
Itasca, IL 60143
Attn: Debbie Decker
Fax: 630-250-4858

No calls please. Resumes will be taken through 1-31-19.

Any referrals must download application and fax/mail to Debbie Decker. If any HP employee is interested please notify Debbie Decker.