

# Sample Job Duties

## Data Analyst

Runs SQL queries. Designs and provides dashboards in Power BI. Reviews data to generate reports for leadership.

## Property Accountant

Bank reconciliation, cash for property recording, payables, closing books, finishing financial statements, review of depreciation, accruals etc.

## Engineer

Supports architects, civil engineers, space planners. (e.g. using AutoCAD or Visio, validating construction pricing, etc.).

## Revenue Management

Assists revenue management team with forecast analysis, data entry, reporting, budgeting & more.

## Marketing Specialist

Updates and maintains website presence for available space on OTA Sites.

## Sales Support

Cold outreach, responds to incoming leads, adds them to the customer's CRM, and assigns them to a sales agent.

## Asst. Property Manager

Supports onsite managers by handling invoices, coding, vendor relations, auditing documents, sending rent reminders, collections, etc.

## Leasing Asst.

Answers website inquiries and incoming phone calls for leasing, monitors leads, processes renewal paperwork.

## Legal Assistant

Provides contract review & lease review, drafts letters for accidents, vendor disputes, etc.

## IT Helpdesk

Provides basic IT support, cyber security training and prevention to employees. Prioritizes support tickets and escalations for other engineers.

## HR Admin

Reviews resumes, posts job descriptions, onboards and offboards employees, tracks and collects paperwork.

## Video Editor

Creates & edits content for news, social media and other outlets with 24-hour coverage.