



CAREER OPPORTUNITY – ACCOUNTS RECEIVABLES – PART TIME

DivcoWest, founded in 1993, is a privately owned real estate investment firm with investment offices in San Francisco, Los Angeles, CA and Boston, MA. The Company has acquired more than 30 million square feet of commercial real estate throughout the United States. DivcoWest is expanding its portfolio and is seeking an Administrative Assistant / Tenant Service Coordinator to join our team located in Menlo Park, California. This is a position that can offer the right candidate a wide range of responsibilities

Your responsibilities will include, but are not limited to, the following:

Full Cycle Tenant Accounts Receivable

- Pull Daily banking receipts (Lockbox, Wire, ACH)
- Prepare/complete application of payments to Tenants ledger; researching payments for proper allocation
- Creation and sending of monthly tenant rent statements (including compiling related backup)
- Entry and timely completion of account adjustment forms
- Various report running; other related A/R duties and functions

Qualifications / Education / Requirements:

- Prior experience related to Lease Administration is preferred
- Present a professional, positive image that reflects well with the organization
- Reliable and punctual
- Excellent computer skills, including proficiency in Microsoft Office Products (Excel, Word, Outlook and PowerPoint)
- Ability to work independently and within a team to build relationships and interact effectively with all members of the company
- Ability to multi-task, work successfully under pressure, and effectively prioritize and manage time and workload to meet property and client needs
- A desire to work within a diverse, collaborative, and professional environment

Interested candidates should send their resume to jobs@divcowest.com with cover letter & salary requirements.