



Cornerstone Companies, Inc.
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Indianapolis, IN 46260

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Open Position: Property Administrator (Downtown Indianapolis)

About Cornerstone: Cornerstone Companies, Inc. (Cornerstone) is a leading healthcare real estate firm, drawing on more than 40 years of experience. With an exclusive focus on the healthcare real estate industry, Cornerstone helps physicians, hospitals, and third-party owners across the nation *develop, build, lease, manage* and maximize their *investments* in healthcare real estate while providing a best-in-class patient and provider experience. To date, Cornerstone has successfully completed more than \$1.5B of medical office developments and currently manages more than 225 medical facilities, across 25 states, encompassing 11M+ SF.

We hold our fundamental beliefs and principles as core values that guide us and shape our culture. These are the three core values that we live by as we grow as a company:

Caring: Build personal relationships with our team and clients.

Creative: Develop solutions with lasting value.

Character: Manage our partnerships with the highest level of integrity.

Job Summary: Cornerstone is searching for a Property Administrator to assist Property Manager with the administrative tasks associated with the day-to-day operations of medical office buildings in the downtown Indianapolis area.

Key Competencies:

- Communication Proficiency (oral and written)
- Problem Solving/Analysis
- Leadership Skills
- Teamwork Orientation
- Time Management Skills
- Customer/Client Focus (internal and external)
- Financial Expertise

Job Duties:

- Respond to tenant calls and emails - enter work orders in building specific work order system, follow up on work escalations as needed
- Provide special cleaning requests to janitorial contractor and schedule needed pest control
- Prepare Vendor Contracts/Purchase Orders and Capital Approval paperwork
- Request W-9's from new vendors
- Review Daily After-Hours Report (and if applicable, Security Report) and enter work orders as needed
- Process tenant billback invoices and rent statements
- Provide admin. support by preparing financial statements for Property Manager review and comment
- Complete Incident Reports and file with appropriate insurance company
- Tenant correspondence – notify building tenants of upcoming work, request holiday hours
- Vendor correspondence as needed
- Maintain calendars for Property Managers – this includes scheduling meetings on their behalf
- Update tenant contact list and vendor contract list for each building as needed
- Distribute key fobs (and keys if needed) for tenant spaces
- Order tenant suite signage to ensure it conforms to building standards
- Order tenant gifts
- Request tenant and vendor COI's for new vendors, ensure all COI's are up to date
- Assist with special projects as needed

Education and Experience:

- Strong organization skills
- Proficiency in Microsoft Office suite
- Property Management experience preferred

Please contact Amy Covey at acovey@cornerstonecompaniesinc.com