



Legacy is seeking a full-time Condo Administrator to work at our Corporate office in Milford, Michigan. This position is a vital part of our team and is responsible for providing professional and courteous service to our members and performing a wide range of administrative and office duties. The Condo Administrator will assist the Condo Department with billing, accounts payables and accounts receivables, bank deposits, collections, and co-owner communications. This position will be responsible for writing up and logging work orders and filing completed work orders. In addition, teamwork with the ability to work within different departments and with other staff is necessary to be successful.

**Requirements:**

- At least 2 years of office and / or accounting experience
- Ability to complete high quality work and meet deadlines while multitasking in a fast-paced environment
- Customer service oriented
- Excellent communication skills (written, verbal, and presentation) are necessary
- Demonstrated organizational skills with critical attention to detail
- Demonstrated time management skills with the ability to prioritize and handle multiple tasks
- Proficient in Microsoft office applications with solid experience in Excel
- Yardi experience preferred
- Valid driver's license and reliable transportation

**Qualified candidates should email your resume to: [recruiting@legacypmc.com](mailto:recruiting@legacypmc.com).**

*An Equal Opportunity Employer, our employees are our most valuable asset and Legacy is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy's achievement as well.*