

Administrative Internship Job Posting Rev March 2024

Administrative Internship Job Description

Are you looking for an opportunity to learn from a **gold** medal award-winning and fast-paced company? Are you a hard worker seeking a culture of driven employees and supportive teamwork? Guardian Property Management is looking for you!

Guardian Property Management is a locally owned and award-winning company that manages and maintains residential rental properties throughout the Twin Cities metro area. We are recognized leaders in the Twin Cities Property Management industry and have strong ties with Minnesota Multi-Housing Associate (MHA), National Association of Residential Property Managers (NARPM), and various municipalities throughout the Twin Cities. We're offering 2 internship opportunities to students seeking experience and learning opportunities in Housing Studies, Public Administration, Business Administration or similar fields of study.

Summer Internship:

The internship period will last approximately 14-16 weeks, and we will work with your school schedule to determine start and end dates.

Role Responsibilities:

- Work with Property owners, tenants and vendors with the day-to-day operations and administration of property management and property maintenance.
- Communicate and partner with GPM functional experts to maximize efficiency
- Help in coordination of major functions within management/maintenance departments such as rental licensing, inspections, unit turnovers, lease renewals, utility billing, special accommodation requests, as needed
- Receive, administer, communicate and follow up on maintenance work orders.
- Learn and utilize property management and property maintenance software systems
- Ensure outstanding client relations and service (owners and residents)
- Assist with invoice and payment processes
- Create and administer reports utilizing Microsoft Office
- Uphold Guardian's core values in all aspects of your internship

What You'll Learn:

- Business Administration as it relates to property management and property maintenance
- Management of Multi-Family Housing
- Becoming familiar with the various aspects of local, state and federal housing policies
- Communication with Diverse populations

Ideal Candidate:

- Student pursuing a degree in Housing Studies, Public Administration, Business Administration or similar fields of study
- Strong organization and prioritization skills
- Strong communication skills
- Strong sense of urgency in a fast-paced environment
- Attention to detail
- Microsoft programs knowledge and computer skills
- Positive attitude
- Bilingual a plus

Why work with Guardian Property Management?

- We are truly guided by our core values of:
 - Honesty and integrity

- A culture of support and service
 - Hold ourselves accountable to the idea of "Good, Better, Best."
 - Work accountability and life balance
 - Laughter and a positive attitude
- We offer great benefits that include:
- \$16 per hour
 - 2 paid personal/floating holidays during your 14-16 week internship
 - Paid holidays
 - ½ day Fridays: Offices close at noon every Friday.

Guardian is an Equal Opportunity employer. We have been voted one of Minnesota's Best Property Management Companies for 3 years running by the Minneapolis Star Tribune's annual Readers' Choice Awards, winning the **gold** medal for 2023 and have twice been recognized as "100 Best Companies to Work For" by Minnesota Business magazine.

If you share our values and are looking to learn from and contribute to a committed team, please apply for our open internship opportunity with a resume and cover letter.