

JOIN THE JK PROPERTY MANAGEMENT TEAM
Professional | Accountable | Team-Oriented | Results-Driven

ADMINISTRATIVE ASSISTANT

ABOUT JK PROPERTY MANAGEMENT

We're not your average property management company. JK Property Management is a values-driven, locally owned firm with over 20 years in Great Falls. Our mission is simple: **We exist to deliver professional, results-driven property management that adds measurable value for both owners and residents.** We believe property management is a disciplined profession built on systems, accountability, and consistent communication. If you're looking for a workplace that values efficiency, precision, and accountability in what you do each day, you'll fit right in here.

CAREER OVERVIEW

The **Administrative Assistant** plays a key role in supporting daily office operations and ensuring our team, clients, and systems function smoothly and professionally. This role is often the **first point of contact** for clients and visitors and requires strong communication skills, attention to detail, and a calm, professional presence. Business attire is a necessity. This is a **part-time, afternoon position**, ideal for someone seeking consistent hours, routine, and long-term stability.

WHO SHOULD APPLY

*We hire for mindset first. While we value candidates with experience and/or higher education, we recognize that some skills can be taught — and others simply can't. If you're ambitious, dependable, and eager to learn, you'll find plenty of opportunity here, even without prior experience. **Don't hesitate to apply if you lack formal experience or education — if you possess the qualities we've outlined, we're interested in you.** What we can't teach is enthusiasm, accountability, or pride in your work. The success you achieve here will always reflect the effort, integrity, and attitude you bring each day.*

WHAT YOU'LL DO

- Manage incoming and outgoing correspondence (email, mail, phone calls)
 - Provide professional, friendly customer service to clients and visitors
 - Answer and route calls using a multi-line phone system
 - Maintain organized physical and digital filing systems
 - Prepare, format, and edit documents, reports, and presentations
 - Enter and update data in databases and spreadsheets with accuracy
 - Manage calendars and schedule appointments for team members
 - Take accurate meeting minutes and maintain records
 - Conduct research projects as assigned
 - Maintain office organization, supplies, and equipment
 - Provide basic technical support to clients when needed
 - Handle sensitive and confidential information with discretion
 - Effectively multitask and prioritize in a fast-paced environment
-

QUALIFICATIONS

- High school diploma or equivalent
 - Strong written and verbal communication skills
 - High attention to detail and accuracy
 - Excellent technology skills beyond basic use
 - Valid driver's license and access to a reliable vehicle
 - Ability to pass a background check and drug/alcohol screening
-

PHYSICAL REQUIREMENTS

- Ability to sit for extended periods
- Ability to lift and carry up to 50 lbs
- Ability to climb up to three flights of stairs

WHO WE ARE

We're unapologetically anchored by our core values and expect each of our team members to share our values:

- **We are professional** – We act with integrity in all we do.
- **We are a team** – We succeed together and support one another.
- **We pay attention to details** – Excellence is built on precision.
- **We work hard and give our best each day** – We take ownership of outcomes and deliver results we're proud of
- **We are humble and honest** – We value transparency, admit mistakes, and learn continuously
- **We embrace change and take action** – We adapt quickly, think critically, and move forward with purpose
- **We lead our industry through knowledge and innovation** – We stay ahead of trends, technology and laws to set the benchmark for professional property management.

WHO YOU ARE

You'll thrive here if you:

- Take pride in doing the right thing (even when no one is watching)
- Love structure, organization, and getting things done efficiently and correctly
- Communicate well with diverse people and handle challenges calmly and respectfully
- Are dependable, confident, and professional
- Bring a positive attitude and mature perspective to the team
- Want a long-term career — not just a job

You may not thrive here if you:

- Avoid structure, dislike systems, or prefer to “wing it” instead of following proven processes
- Become easily flustered under pressure or respond emotionally to feedback, conflict, or change
- Struggle to communicate clearly, directly, or professionally — especially in stressful situations
- Rely on others to stay organized, meet deadlines, or follow through on commitments
- Prefer to work in a loose, unstructured environment without accountability or expectations
- View this position as temporary or transactional rather than a long-term professional career

JOIN OUR TEAM

If you're ready to join a team that values honesty, accountability, and growth — and you take pride in bringing structure, efficiency, and excellence to every project — we'd love to meet you.

Apply today and be part of the team setting the benchmark for professional property management in Great Falls.

Interested candidates should submit the following:

- **Professional resume** detailing relevant experience and qualifications
- **Brief cover letter** explaining interest in the position, schedule availability, and strengths you would bring to the role
- **Three (3) professional references** (supervisors or managers preferred)
- **Completion of a Pre-Interview Skills Evaluation** [Linked here](#)
- **Completion of a DISC personality assessment**
- **Ability to pass a background check and drug/alcohol screening**
- **Valid driver's license**