

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**