



**General Position Description and Principal Accountabilities:**

Department Operations - 55%

- Provide operational and administrative support to the Vice President and Investment Officer of Diversifiers, the Director of Real Estate, Associate Director of Real Estate, Real Estate Manager and Associate Real Estate Manager.
- Track real estate projects and keep team on schedule.
- Prepare and review various reports including Power Points, financial reports and other materials such as reports for the TAFIC and Board.
- Provide coordination and document management between multiple inter-company departments.
- Develop and/or generate reports using property and asset management software.
- Data and file management.
- Coordinate and set-up meetings.
- Recommend and implement improvements to systematize processes.
- Conduct special projects as assigned.

Property Management Support- 40%

- Input, maintain and reconcile data in the real estate database.
- Process and review for accuracy real estate related invoices and transactions.
- Submit work orders.
- Process and track insurance.
- Respond to questions and track down supporting information including accounting requests.
- Insurance certificate monitoring.
- Track and respond to prospective tenants and partners.

Cemetery Management/Hunter and Forestry Programs - 5%

- Support the Associate Director of Real Estate with the Hunting and Forestry Programs.
- Familiarity with the cemetery layout, provide information to families regarding lots and be able to provide basic information.

**Minimum Qualifications:**

All employees are expected to demonstrate our Core Values of **Teamwork, Integrity, Respect, Impact** through their words and their actions. In addition, this role requires a broad base of business knowledge and subject matter expertise, typically acquired through a combination of education, certification, and prior work experience, as follows:

Education and Experience:

- Associate or Bachelor's Degree in real estate, business administration, finance, accounting, economics, or related field with a strong academic record is preferred.
- Minimum of 2-3 years of experience in a professional environment. Preferably in property management, real estate investment management which includes basic accounting responsibilities.



**Knowledge, Abilities, and Skills:**

- Must be motivated by and value the important mission of Milton Hershey School, M.S. Hershey Foundation and Hershey Cemetery, and contribute to the success of their missions.
- Unquestioned personal and professional integrity, ethics and reputation with a high level of emotional intelligence, cultural sensitivity and flexibility as well as a strong commitment to excellence and service.
- Detail oriented, with a focus on accuracy and timeliness.
- Strong writing skills.
- Excellent interpersonal and communication skills; interacting empathetically with customers/clients regarding highly sensitive/personal matters; interact professionally and firmly to achieve conflict resolution.
- Ability to work independently with minimal supervision and as a member of a team.
- Proven ability to work collaboratively with diverse groups (internal and external) and establish ongoing relationships.
- Must enjoy working with numbers and problem solving (follow-up).
- Knowledgeable of basic accounting transactions and financial statements.
- Yardi experience preferred but not required.
- Proficiency in Microsoft Office suite.
- Proficiency with Excel modeling.

**FLSA Classification:** Non-Exempt

**HTC classification:** Full-time

**About Hershey Trust Company:**

The Hershey Trust Company (“HTC”) helps to advance the legacy and vision of Milton and Catherine Hershey in perpetuity through excellence in asset management and trust administration. HTC’s mission is to enable the Milton Hershey School Trust, The M. S. Hershey Foundation and the Hershey Cemetery Perpetual Care Trust to achieve their long-term goals, by serving with excellence as their Trustee and asset manager. As a trusted and valued partner, we work collaboratively among the group of Hershey entities who collectively preserve and advance the Hershey legacy.

Hershey Trust Company is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state or local law. All who believe they meet the stated qualifications of the position are invited to apply.

How to Apply / Contact: [Careers@HersheyTrust.com](mailto:Careers@HersheyTrust.com)

If you require assistance with the application process, please contact Human Resources at 717-520-1136.