



Rachael Hiveley
Assistant Property Manager

NAI Mid-Michigan

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Scope of Responsibilities

Rachael assists in the management of over 30 commercial properties, including a mini storage facility, and is the point of contact for 150+ tenants. She is responsible for onboarding new tenants, accounts payable, accounts receivable, annual CAM reconciliation, maintenance work orders, and other various tasks.

Education

Bachelor of Health Services Administration – Baker College

Associate of Business – Lansing Community College

Background & Experience

Rachael has 15 years of experience providing administrative support in a variety of fields to include insurance investigations, law enforcement, accounting, and most recently property management. She plans to continue her education in accounting to further advance her skillset.

Professional Affiliations

- State of Michigan Notary Public