

## **ASSISATANT PROPERTY MANAGER**

We are seeking a multi-talented and trusty sidekick to assist our Site Manager in day-to-day operations for our apartment communities. As an Assistant Manager, you will be expected to wear a variety of highly fashionable hats.

### **ABOUT US**

- Cambridge Real Estate Services manages multi-family housing developments in 4 NW states. Currently, we manage over 7,000 multi-family units across approximately 110 apartment communities, which include affordable housing, conventional communities, and historic properties. Staffed by dedicated and responsive property management and maintenance professionals, we deliver unwavering commitment to exceed expectations.

### **ESSENTIAL FUNCTIONS**

- **MARKETEER:**  
Use your creativity, experience, and wit to help develop and publish compelling advertisements. Monitor and motivate the leasing staff to ensure your site's goals are met. Be a constant (and supportive, and smiling) presence at weekly marketing meetings, while also being a shrewd monitor of local competition.
- **MAINTENANCE MAVERICK:**  
You have a knack for keeping spaces beautiful, safe, and welcoming. You run a tight ship: maintenance logs are up-to-date, maintenance staff is efficient and effective, problems are tackled before they start, and supplies and equipment are never short.
- **ADMINISTRATION EXTRAORDINAIRE:**  
You are a master of all things organizational, including Accounts Receivable & Payables, move-out settlements via site-based Yardi software, business records, and reports to the managing agent. You are always aware of and in compliance with agent policies and state law.
- **HR HEAVYWEIGHT (HUMAN RESOURCES AND PERSONNEL MANAGEMENT):**  
Motivate our marketing personnel by developing, implementing, and monitoring incentive compensation programs. Monitor our maintenance staff by making sure they are provided with directions, and that work is done in a high-quality and timely fashion.

### **REQUIREMENTS**

- High School diploma, GED or related experience and/or training.
- Excellent customer service skills
- 2-4 years of residential property management principals
- Ability to lift up to 25 pounds
- Ability to pass a background and drug screening

**BENEFITS:**

- We offer Competitive Wages, Incentive Bonuses, Medical, Dental, and Vision Insurance, Paid Time Off Paid Holidays, 401K with Match, On-Site Living and more! Benefits offered may vary by position and hours worked.
- Cambridge Real Estate Services seeks to allow equal employment opportunities for all qualified persons without regard to race, religion, color, age, sex, sexual orientation, national origin, marital status, disability, veteran status or any other status protected by law

Sound like a good fit?

Reply to this posting with an updated resume to join our team