



## Assistant Property Manager

### Summary

Works in conjunction with the Property Manager to oversee the daily activities of the community including leasing, collections, resident relations, maintenance, general office administration and policy & procedure compliance.

### Duties

#### Marketing

- Contribute to the development and publication of advertisements
- Consult with Property Manager on the pricing and when appropriate, discounting strategies
- Monitor Leasing Staff effectiveness and serve as a motivational leader
- Assist with the monitoring of competitive market area for patterns & trends affecting rent & occupancy
- Participate in weekly marketing meetings

#### Property Maintenance

- Assist with monitoring the property's physical condition
- Monitor maintenance staff's efficiency and compile maintenance logs
- Assist with the coordination of preventive maintenance
- Assist with ordering equipment and supplies
- Coordinate and supervise vendors including landscapers, turnover services, technicians

#### Property Administration

- Provide effective resident relations
- Assume primary responsibility for processing Accounts Receivable, Accounts Payables and move-out settlements
- Interact with management agent regarding ongoing property administration
- Administer property in accordance with management agent's policies & state law
- Maintain clear and complete business records
- Assist with the preparation of timely reports to managing agent

#### Personnel Management

- Assist with the supervision of marketing personnel
- Assist in the direction, oversight and quality control-related monitoring of maintenance staff
- Help develop, implement and monitor incentive compensation programs

#### Qualifications

- Minimum of 1-year apartment leasing, apartment management or customer service experience
- Must possess strong attention to detail and sales ability
- Fair Housing Certification, willingness to obtain prior to interacting with prospective residents
- Demonstrate an ability to support and contribute to community team
- Demonstrate strong verbal and written communication skills.
- Competence in operation of telephone, calculator, copy machine, facsimile, personal computer
- Proficiency in Microsoft Office
- Must possess a positive attitude and the ability to be positive under all circumstances
- Participate in training to comply with new or existing laws
- Ability to work a flexible schedule, including evenings and weekends
- Present a neat, clean, professional appearance at all times while working

*The above list of job responsibilities is not exhaustive, and you should expect to undertake other tasks that may be reasonably within the scope of this position.*

Please print your name, sign and date to indicate receipt of this job description.

Employee Name	Signature	Date
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