



## 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.

I understand that checking this box and typing my name below is the legally binding equivalent to my handwritten signature.

Employee Name	Signature	Date
---------------	-----------	------