

Job Title: Assistant Property Manager
Reports To: Senior Property Manager / Property Manager
FLSA Status: Exempt
Division: Services
Department: Property Management
Classification: 40 hours per week

Summary: Handles the day-to-day responsibilities required to manage properties by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Assist Property Manager(s) as needed in the management of properties*
2. Assist with preparation of annual operating budgets for property
3. Assist with preparation of annual expense reconciliations for property
4. Assist with preparation of annual rental coupons for tenants*
5. Assist with Abstracting of leases and amendments
6. Assist with managing accounts receivables including notifying tenant of receivable, preparing default letters, performing lock outs*
7. Visit properties and tenants regularly to establish and maintain a positive rapport*
8. Perform property inspections and completes inspection reports as required*
9. Coordinate repairs/construction jobs with vendors and tenants
10. Respond to tenant requests*
11. Assign and manage work orders to building engineers and/or vendors*
12. Assist with reviewing and approving payables for property
13. Prepare service contracts for execution*
14. Prepare tenant bill-backs*
15. Prepare and provide tenant handbooks to new tenants*
16. Update access card system*
17. Maintain utility spreadsheet for monthly overtime A/C and bill-backs*
18. Assist with tenant move in and move outs*
19. Oversee Angus work order system*
20. Filing and creating/maintaining forms*
21. Collect and maintain current certificates of insurance for vendors and tenants*

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or two to five years related experience and/or training; or equivalent combination of education and experience.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Excel and Yardi.

Certificates and Licenses:

RPA or CPM in progress (preferred); Real Estate license in progress (preferred)

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, distance vision and peripheral vision. While performing the duties of this job, the employee is regularly required to use hands; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.