

**Title: Assistant Property Manager, Administrative**

**FSLA: Non-exempt**

**Purpose:** To perform property accounting functions and assists in the administration, leasing and supervision of personnel.

**Reports to:** Property Manager

**Supervises:** Property staff, as directed by Property Manager, or in Property Manager's absence.

**Qualifications:**

- High school education or equivalent.
- Ability to read, write and comprehend the English language.
- Mathematical skills (high school level) in order to calculate prorations, bank deposits, etc.
- Possesses above average telephone and communication skills.
- Competent ability with personal computer, calculator and fax machine.
- Must possess valid driver's license.
- Apartment management experience preferred.
- Must pass MRI training course with a grade of 80% or higher.

**Special Licenses or Certificates Required:** None

**Essential Functions:**

- Collects and secures rental payments.
- Makes bank deposits and verifies the accuracy of those deposits.
- Inputs daily activity transactions.
- Prepares accounting records and reports, including Statements of Deposit Account and mostly close out.
- Delivers late rent letters, 3 day "Pay or Vacate" notices and personally contacts all residents who have unpaid rent.
- Assists in eviction process.
- Adheres to company key policy.
- Assists with leasing duties to include showing apartments and preparing leases.
- Maintains organized community office files.
- Maintains working knowledge of laws, rules and regulations concerning apartment leasing and management.
- Prepares accurate and complete reports in a timely manner.
- Assists in performing the balancing of month-end reports and authorizes monthly close-out.

Essential Function (continued):

- Handles or assists in the receiving, recording, preparation and follow up of work orders to facilitate residents' service requests.
- Assists in the inspections of vacant apartments and takes appropriate actions to prepare them for leasing.
- Promotes resident retention by assisting with the renewal program.
- Performs periodic inspection of common areas.
- Reports any observed maintenance problem.
- Must assist and attend resident functions.
- Must stay informed and comply with all policies and procedures as outlined in the CAM Operations Manual.
- Must adhere to and comply with company safety policies and rules and utilize safety appliances as required.
- Assumes duties of Property Manager, as directed.
- Must always be courteous and helpful to residents, prospective residents and co-workers.
- Must have reliable transportation in order to make bank deposits, attend meetings, purchase and pick up supplies.
- Must have mode of communication in which to be contacted at home and to respond in cases of emergency.
- Must be available for overtime, weekend, holiday and evening work.
- Must be willing to be assigned to other Concierge managed properties as needed.
- Performs other duties as assigned by Property Manager.

Physical Requirements:

- Frequent walking of property.
- Frequent climbing of stairs.
- Must be able to operate personal computer, calculator and fax machine.
- Must have normal range of vision, hearing and speech.

Environmental Demands:

Indoors: 80%

Outdoors: 20%

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, not permanent and it may be modified at any time.



# ASSISTANT PROPERTY MANAGER

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## JOB REQUIREMENTS

At the request of their Supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.

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Employee Signature

\_\_\_\_\_  
Date

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Employee Name (print)