

Job Title: Assistant Property Manager

Summary: Assist with Management of retail, mixed-use and office real estate properties by performing the following duties.

Essential Duties and Responsibilities include the following: (Other duties may be assigned)

- The Assistant Property Manager will support the Property Manager in all aspects of the day-to-day operations.
- Walk parking areas to ensure tenants adhere to parking policy as outlined in each Lease Agreement. Communicate violations to Property Manager via Excel spreadsheet.
- Assist Property Manager on routine inspection of properties to assess condition, identify potential hazards, and identify maintenance issues. Report deficiencies to Property Manager via online Work Order system.
- Organization and labeling of property keys, supplies, and attic stock of building materials.
- Supervision of maintenance related repair work for items such as landscaping, painting, paving, electrical, plumbing, HVAC, windows, as assigned by Property Manager.
- Properly file reports and correspondence digitally or in a hard copy per the Company-approved filing conventions, as directed by Property Manager.
- Assist in the preparation of annual operating budget for each property.
- Assist Property Manager in ensuring there is 24-hour emergency coverage for assigned properties at all times.
- The Assistant Property Manager will ensure a high level of professionalism and foster positive relationships with tenants and clients.

Knowledge, Skills, and Abilities:

- Ability to work effectively outside on property grounds in various weather conditions, as well as inside an office setting.
- Proficiency in Word, Excel and Outlook is preferred.
- Learn quickly when facing new problems, open to change, accept the challenge of unfamiliar tasks.
- Time Management – Self-starter, able to manage multiple tasks simultaneously and under pressure
- Written/Oral communications – Ability to speak and write clearly and concisely.
- Attention to Detail – Thorough in accomplishing a task with concern for all the areas involved, can be depended upon to do each task accurately and completely.
- Ability to read and comply with documents such as all company policies, safety rules, operating and maintenance instructions for office equipment, and procedure manuals.
- Ability to work efficiently autonomously or as a member of the team.

Education/Experience:

- Bachelor's degree in Business Administration or related discipline preferred.
- Minimum 3 years of Assistant Property Manager, Property Administrator, Account Manager, or similar experience preferred.