



Example of Assistant Property Manager Job Description

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Our innovative and growing company is hiring for an assistant property manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for assistant property manager

- Arrange potential buyer interviews with the Board of Directors of the building and consistently follow up on outcomes while assisting on any questions or concerns that may arise
- Distribute approved monthly financial reports to the Director of Boards as required
- Handle administrative duties pertaining to annual meetings such as preparation of notices, proxies and Must also attend the annual meeting with the property manager
- Provide questionnaires and insurance certificates for the building
- Process screening paperwork and coordinate drug tests for prospective building employees
- Works closely with the property manager when processing the apartment alteration packages and charge/credit forms
- Assist with the contractor and vendor selection for all capital improvement projects and assignments
- Responsible for requiring proper vendor insurance with BCS
- Promote ancillary services
- Maintain substantial compliance with Best Practices, particularly FSRconnect

Qualifications for assistant property manager

- Regularly required to walk, talk, and hear

- Must have strong understanding of financial reports, including variance of actual vs
- Demonstrates initiative and reflects a sense of urgency in daily duties by meeting or improving upon deadlines
- While performing the duties of this job, the employee may need to travel from floor to floor, climb stairs, and may be required to travel outside between buildings in varying outdoor weather conditions