



Example of Assistant Property Manager Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for an assistant property manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for assistant property manager

- Update, revise and keep Landlord Insurance Certificates current, review Landlord Certificate of Insurance revision requests, submit COI Request Form to our Risk Management Department, coordinate Landlord requests with applicable Property Manager, Director of PM, and VP of PM
- Send payee name and/or address changes through the proper change processes
- Update, revise and keep the RE Tax information current in the Real Estate SharePoint site
- File Property Management documents into appropriate Property Management files
- Provide Departmental support making copies, mailing documents, and sending faxes/scanning on an as needed basis
- Prepare and update expense tracking worksheets, one-time payment cover sheets and supporting invoice packages for approval, and process over-night and two day mailings
- Scan all Property Management one-time payment packages, label with date, and attach to appropriate the Theatre ID number in Lucernex
- Serve as email and phone proxy for Property Managers out of the office
- Assist with preparation of the Annual Occupancy Budget
- Order and Stock Property Management Department Supplies

Qualifications for assistant property manager

- Regularly use hands to operate office machinery including, but not limited to, telephones, computers, fax, and copy machines
- A minimum of 2-4 years of experience as an assistant property manager
- Assist with Personal Property Taxes as needed
- Assist with filing % Rent and all Tax one-time payment packages
- Special projects may be assigned by Department Management
- Possess excellent reading and comprehension skills