



Example of Assistant Property Manager Job Description

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Our company is looking to fill the role of assistant property manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for assistant property manager

- Communicate clearly and on a timely basis with project accounting personnel using and/or providing the appropriate documentation
- Oversees the tracking relation program and regular positive communication with each tenant
- Manage all leasing aspects of the property, including marketing, leasing tours, closing leases, prospect follow up, file completion, traffic input, Craig's List, Lead to Lease
- Walks apartments after move outs and assesses charges
- Performs all necessary audits, including but not limited to audits of new lease agreements ongoing lease file audits
- Enters all daily activity into Yardi including phone and site traffic rentals, move-in/outs, notices to vacate, cancellations, lease renewals
- Assists property manager in all aspects of employee management and resident relations
- Consistently maintain knowledge and changes of each assigned property
- Maintain the accuracy of building and tenant confidential files and documents to ensure accurate records are maintained
- Conduct building site visits in accordance with New York regulations

Qualifications for assistant property manager

- Required to travel from floor to floor and may be required to travel outside between buildings in varying outdoor weather conditions
- Familiarity with real estate law, building codes city and county regulations
- At least 2 years and up to 4 years of recent property management experience (continuous in one operation), comparable with the property under consideration in terms of commercial/retail, ownership, tenant lease arrangements, square footage
- Two (2) years of experience as an on-site manager managing the property or building operations, such as staff and service contracts, tenant retention and tenant improvements