



Example of Assistant Property Manager Job Description

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Our company is looking to fill the role of 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

- Maintain high occupancy level through support of and participation in leasing activities, effective motivation, keeping informed of market conditions, understanding competitive pricing, and utilizing appropriate marketing resources
- Support the marketing functions through recording accurate data on prospective and new residents, and by keeping informed of the competition
- Utilize company resources to facilitate leasing
- Assist in establishing and achieving financial goals by effectively qualifying prospective residents and verifying applications
- Prepare lease documents and related paperwork
- Update records as necessary
- Provide follow-through and assistance to Community Manager and support groups in coordinating the on-going maintenance of the property
- Be responsible for after-hours and emergency on-call coverage
- Supervise staff members as directed by the Community Manager
- By example, encourage employee development and teamwork through effective personnel management and by communicating clear standards

Qualifications for assistant property manager

- Minimum two years' experience in multi-family property management (apartment communities)

- Assist the Community Manager as needed by demonstrating good communication skills and by understanding Company and divisional goals, policies, and procedures
- Keep informed of Company philosophies and general environmental conditions to provide input and propose solutions
- May coordinate the completion of resident renovations and maintenance requests
- Strive to make the living experience, particularly the first and last impressions, of the highest quality