



Example of Assistant Property Manager Job Description

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Our innovative and 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

- Maintain renewal spreadsheet, vacancy reports, bedbug tracking report, concession spreadsheet, late fee reports
- Ensure timely return of security deposits
- Responsible for inputting ancillary charges and credits to tenant accounts
- Track all move outs while coordinating with Resident Manager on any damages and key returns
- Provide lead in tenant construction fit out
- Interact with GC's, sub-contractors, architects and engineers
- Review lease summaries/abstracts of new tenants
- Assist with various accounting based issues
- Assist with rent collection and handle minor accounts issues
- Heavy tenant relations interaction

Qualifications for assistant property manager

- Review monthly report on status of tenant complaints in all buildings
- Work closely with engineering staff to obtain ownership objectives
- Assist in answering tenant service calls when needed
- Assist in lease administration activities, including abstracting leases and keeping our database current
- MS Outlook required, MRI, Timberline software proficiencies preferred
- Attendance at all internal classes for Life/Safety