



Example of Property Management Assistant Job Description

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Our innovative and growing company is hiring for a property management assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for property management assistant

- The main contact for employee payroll questions and will be expected to hold office hours
- Housekeeping productivity tracking
- Track monthly expenses for Housekeeping and Hospitality uniform office
- Assist ordering and closet supervisor as needed
- Communicating effectively with homeowners, guests, employees and managers in a positive, productive and efficient manner
- Checking email regularly throughout the day to ensure prompt attention to immediate issues
- Providing strong team support by assisting Community Association Managers with meeting packet organization, HOA website updates, change forms, email blasts and any other administrative assistance
- Preparing and sending monthly delinquency letters and yearly spring cleaning letters to homeowners
- Assisting Office Manager with check out clean billing and invoice management
- Assisting with condo lost and found items by reaching out to Housekeeping Managers regarding the status of the lost items and following up with the owners and guests

Qualifications for property management assistant

- Ability to effectively interpret and present complex, detailed information, especially financial results, both verbally and in written form, with diplomacy and tact
- Must have at least three (3) to four (4) year experience at managing people
- Ability to read, analyze, and interpret legal documents (lease documents, claims of lien,), general business periodicals, professional journals, technical procedures, or government regulations
- Has strong knowledge of escalations, recoveries, special charges
- Experience in and passion for service