



# Example of Property Management Assistant Job Description

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

## Responsibilities for property management assistant

- Coordinate property maintenance repairs
- Assist in CAM reconciliations and annual budgeting process
- Perform lease administration functions for the managed assets
- Assist in the preparation of operating budgets
- Maintain and distribute the following reports
- Implement and oversee internal work order tracking system database
- Assist staff with reports, projects and presentations
- Distribute information to tenants, staff, building contractors, security staff
- Assist property staff in maintaining efficient tenant relations, and ensuring tenant satisfaction
- Answer all incoming calls and follow-up as necessary

## Qualifications for property management assistant

- Maintenance experience or familiarity preferred
- Experience in vacation rental or hotel management preferred
- Able to lift up to 30 lbs and stand for long periods of time
- Valid driver's license required for some arease
- Associates or Bachelor degree, or one to three years related experience and/or training
- 2+ years working in a payroll and or financial position