



Example of Property Management Assistant Job Description

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Our growing company is searching for experienced candidates for the position of property management assistant. 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 property management assistant

- Notify PM/APM of any repeat tenant issues or significant problems
- Assist APM/OM in submission of monthly accruals
- Assist APM/OM in mailing our rent statements monthly
- Assist APM/OM in processing all invoices in a timely manner
- Follow-up with building vendors and contractors on daily service issues as needed
- Typing out, merging, and mailing all tenant correspondence
- Assist APM/OM in all tenant events and tenant relations programs
- Provide support to ensure smooth operations of the property office
- Coordinate all incoming and outgoing mail, overnight deliveries, and courier service
- Oversee the building office files—organizing, labeling and filing at least daily

Qualifications for property management assistant

- Experience in Commercial Property Management a plus
- 2+ years supervising a diverse staff with a focus on productivity
- Bachelor of Science or a Bachelor of Arts degree in a related field of study or concentration is strongly preferred
- A minimum of two years' strong administrative experience is required
- Experience in commercial real estate is preferred but not required

