



Example of Property Management Assistant Job Description

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Our company is growing rapidly and is looking to fill the role of property management assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for property management assistant

- Responsible for Accounts Payable Processing for four Associations
- Review employee hours and process to the headquarter's payroll dept (ADP Payroll)
- Assistance with Notices and Flyers for the Association
- Interface with Marquis Departments, whether it be operations or accounting or building service
- Additional tasks may be added or requested OR may be removed, amended or requested by the Board of Directors, a Director, the General Manager, or Marquis Corporate team member
- Lease, Contract, and Finance administration
- Market Surveys and Social Media management
- Determine Rental Rates and generate Lease Renewals
- Coordinate with Vendors, Contractors, and Insurance Agencies
- Collaborate with Property Manager and Regional Manager during all phases of Construction Projects

Qualifications for property management assistant

- Experience with Property Management software applications such as SMS, PMS and LMS is preferred
- Familiarity with LMS and Asgard preferred, but not required
- Attention to detail, multitask oriented, professional mannerism, self-

- Minimum 2 years of strong administrative experience
- Reviews and processes Resale Disclosure request in a timely manner