

Job Title:	Assistant Property Manager	Job Category:	Middle Management
Client:	TBD	Time to Fill	3-5 Weeks
Location: Home / Office	Client's Choice	Experience Required:	5 Years
Level/Salary Range:	\$12.50-\$19.50 DOE	Position Type:	Full time

Job Description

Role and Responsibilities

The Assistant Property Manager is responsible for overseeing matters related to the operation of shared areas and services in homeowner communities. The Property Manager is responsible for the following activities:

1. Oversee all matters related to the function of property within a community, i.e. maintenance and security of the community.
2. Oversee of Association Staff and Vendors
3. Perform, direct administrative and management duties, as requested by the Board of Directors or Property Owner, and in accordance with the management agreement.
4. Act as a liaison between the Board of Directors or Property Owner and residents, in the execution of the established policies and the conveyance of resident grievances.
5. Attend Board of Directors meetings or Owner meetings and record detailed notes.
6. Prepare and review periodic financial reports and ensure management summary is submitted.
7. Prepare Board or Owner packets according to established time frames.
8. Maintain database, including updating resident information.
9. Maintain unit and contract files relating the operations of the association.
10. Assist the Board of Directors / Property Owner with the architectural review process and / or routine inspections as necessary.

Qualifications and Education Requirements

Bachelor's degree in Administration, Architecture, Construction Engineering, Industrial Engineering or Equivalent Experience as Property Manager.

Preferred Skillset

Hard Skills

1. Previous experience as Property Manager or Facilities Manager
2. Project / Task Management software
3. Budget planning and control

Soft Skills

1. Leadership
2. Organization
3. Customer Service
4. Attention to detail
5. Result-oriented