

Job Title: Assistant Property Manager/ Office Assistant

Reports to: Property Manager

Job Type: Full-time / Part-time

Job Summary

The Assistant Property Manager supports the daily operations and management of a rental property portfolio. This role is a key point of contact for tenants and vendors, ensuring high satisfaction, efficient maintenance, and stable financial performance.

Key Responsibilities

- **Tenant Relations:** Handle daily communications, resolve complaints, and manage resident retention programs.
- **Leasing & Marketing:** Market vacancies, conduct property tours, screen applicants, and execute lease agreements.
- **Financial Oversight:** Collect rent, manage late payments/delinquencies, process invoices, and assist with monthly financial reporting.
- **Maintenance Coordination:** Schedule repairs with vendors, oversee service contracts (e.g., landscaping, cleaning), and track work orders.
- **Inspections:** Conduct regular property walks and formal move-in/move-out inspections to ensure compliance with safety and appearance standards.
- **Administrative Support:** Maintain accurate tenant files, update property management software (e.g., Yardi, AppFolio, or MRI), and prepare legal notices.

Qualifications & Skills

- **Experience:** Minimum 1 -2 years in property management, real estate, or high-level customer service.
- **Technical Proficiency:** Strong skills in Microsoft Office (Word, Excel, Outlook) and experience with specialized property management software.