

REI Real Estate Services, LLC
Assistant Property Manager Opening
Send resume to jobs1@reirealestate.com. No phone calls please.

POSITION SUMMARY

The Assistant Property Manager is responsible for assisting the Senior Property Manager in managing all aspects of their portfolio including operations and financial activities. The Assistant Property Manager will ensure a high level of professionalism and promote positive relationships with tenants and clients.

JOB DESCRIPTION

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Respond to tenant needs to ensure that problems are resolved promptly.
2. Provide full administrative support, including phone support, typing, reports, filing and distribution of correspondence.
3. Prepare and coordinate bid proposals and service contracts.
4. Obtain aging report for management and follow up on all delinquencies.
5. Ensure invoices are processed in accounting with appropriate back-up and according to established procedures.
6. Oversee maintenance of work order system.
7. Assist in management of the preventive maintenance system.
8. Responsible for ensuring tenant information within data base is current and up to date.
9. Ensure Certificates of Insurance for tenants and vendors are up to date and compliant.
10. Ensure that above standard tenant bill-backs for electrical usage, after hours HVAC, and other similar charges are processed in a timely manner.
11. Assist supervisor with aspects of annual budgets preparation and monthly financial reports.
12. Responsible for leading regular inspections of properties with janitorial and landscape providers and any other service provider as directed by the manager.
13. Participates in performance oversight of all service contractors who perform contract services.
14. Manage access card systems.
15. Manage parking assignment records.
16. No formal supervisory responsibilities in this position.

EDUCATION

High school diploma/GED equivalent required; Bachelor Degree preferred

EXPERIENCE

Office experience required. At least 1 year of real estate property management or related experience recommended.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

Proficiency in Microsoft Office Suite; able to work independently; excellent written and verbal communication skills; strong organizational and analytic skills; requires knowledge of financial terms and principles; ability to comprehend, analyze and interpret documents.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Regularly required to travel outside between properties in varying weather conditions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee may need to travel from floor to floor, climb stairs, and may be required to travel outside between buildings in varying outdoor weather conditions. The employee may also be regularly required to remain in a stationary position (sit or stand) for 85% of the time; regularly use hands to operate office machinery and regularly required to walk, talk, and hear.