



JOB DESCRIPTION

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| Job Title: Property Assistant | Job Code: | Level/Grade: |
| Job Family: Property Management | Exempt Non-exempt | Plan Code: |
| Division/Department: RPM | Reports to: Property Manager | Effective Date: |
| GL Code: 5012-0000 | | |

JOB SUMMARY

The following job profile is designed to summarize certain essential information about a job or job category. It is not designed to be a comprehensive or detailed task list for any particular job or job category. This job/job category may have individual or multiple incumbents, each of whom may perform somewhat different specific job duties or tasks consistent with the general function of the Job. Incumbents may be required to perform duties or support functions other than those listed on this job profile as needed. A job profile may be amended at any time with or without notice.

Responsible for providing general administrative support to CHANO property management. Responsible for tenant and vendor concerns, correspondence and activities. This position also includes certain accounting tasks.

JOB FUNCTIONS

Describe the key responsibilities of the job. Include the **essential functions** for which the job is accountable, and denote with an asterisks. Essential Functions are the core elements of the job which are specific and unique to this position and when removed changes the nature of the job itself.

(This is not a task list. It is an outline summation of the top six to eight areas of responsibility. Be succinct and brief in your summary descriptions - one or two sentences is sufficient.)

1. Provide administrative support for CHANO management team. Administrative duties include, but are not limited to, phones, mail, supplies, correspondence, filing, copying and faxing.
2. Establish and maintain strong and positive relationships with all property tenants, vendors, and contractors.
3. Establish and maintain property, lease and vendor files (including but not limited to contact lists, inventory lists, correspondence, etc).
4. May assist with monitoring aged receivables and collection efforts on a monthly basis.
5. Assist Property Management staff in preparation of various reports including, but not limited to, monthly and quarterly reports.
6. Assist in maintaining service contracts, tracking expirations and prepare bid packages when necessary.
7. Assist with coding invoices for payment and processing.
8. Receive and log work order calls, create and dispatch work orders, or facilitate and maintain tenant work order system such as Prysm.
9. Track vendor and tenant certificate of insurance expiration dates, request renewals, ensure compliance with standard coverage terms and conditions.
10. Provide payable support to accounting. Receive and enter invoices into the Appfolio Accounting system. Provide other support services to accounting as necessary.
11. Other duties as assigned.

All employees are accountable for compliance with all laws and regulations when performing their job duties. Each employee is expected to be familiar with the legal and regulatory requirements affecting his or her job responsibilities. It is the affirmative duty of each employee to carry out these responsibilities at all times in a manner that complies with all applicable legal and regulatory requirements. Employees must participate in required training on pertinent compliance laws and regulations as required by the company.

CORE COMPETENCIES

Describe the core competencies of the job. Include the **key characteristics or competencies** for which are required to achieve success in the job.

12. Independent, self-starter, team player, attention to detail.
13. Provides high degree of professional customer service to both internal and external parties.
14. Excellent communications and organization, follow-through and follow-up, meet commitments and deadlines.
15. Ability to work well under pressure with strong personalities.

KNOWLEDGE REQUIREMENTS

16. Proficient in Microsoft Office Suite.
17. Familiarity with real estate software such as AppFolio and Yardi, etc.
18. Familiar with contract and leasing agreements preferred.

EXPERIENCE / EDUCATION REQUIREMENTS

19. High School Diploma or GED required.
20. 0-2 years Real Estate/Property Management administrative experience preferred.

PHYSICAL REQUIREMENTS

The following physical activities described below are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions and expectations.

Employee regularly uses a computer workstation for extended periods, and must be able to reach out/up and grasp with hands, as well as work in close quarters with others, communicate over the telephone and communicate in writing.

Employee is regularly required to see, talk and hear. Specific vision abilities required by this job include close vision.

Employee regularly sits up to 8 hours, and may be required to stand for extended periods of time, walk, bend, turn/twist, kneel, stoop or crouch.

Employee occasionally lifts, carries and moves/positions objects weighing up to 25lbs.

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with it.