

## **ASSISTANT PROPERTY MANAGER**

**General Statement of Duties:** Assists the Property Manager in fiscal planning, staff supervision, physical property management and resident relations.

**Supervision Received:** Reports to Property Manager.

**Supervision Exercised:** Supervises direct reports as assigned.

**Essential Functions of the Position:** (Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be found in positions of this class.)

- Fosters a positive, active and collaborative relationship with residents, communities and associated agencies.
- Enforces and adheres to company policies, rules and regulations.
- Develops and maintains positive resident relations.
- Prepares and maintains maintenance, security, landscaping and cleaning budgets.
- Supervises maintenance, security, landscaping and cleaning departments.
- Supervises contractors.
- Responds to telephone and on-site inquiries.
- Enforces and adheres to company policies, rules and regulations.
- Reviews and tracks progress of service orders.
- Reviews inventory and maintenance purchases.
- Conducts apartment and property inspections.
- Monitors completion of preventive maintenance schedules.
- Preserves and respects confidentiality of resident/applicant information.
- Assists in writing service orders and maintaining service order logs.
- Assists in coordinating turnover schedules with maintenance supervisor.
- Assists Property Manager in budget preparation and financial management.

### **Minimum Qualifications**

**Education:** Associate's Degree or equivalent knowledge or equivalent knowledge or experience.

**Experience:** Two years of related property management work experience. Designated certifications where required for property type.

**Qualifications and Skills:** Must possess a strong work ethic. Strong supervisory skills. Ability to establish a cooperative working environment with staff. Knowledge of Microsoft Word, Excel and Yardi. Strong verbal and written communication skills, self motivated and detail oriented. Ability to handle emergency situations and pressure due to complexity and time sensitivity. Fluent in English. Bilingual capabilities may be required depending on property. Physical ability to stand/walk for long periods of time, lift boxes, move furniture, shovel snow, etc. Must have the ability to visually inspect property, including grounds and building interiors as well as the ability to climb up and down stairs for tours and inspections. Ability to be an active team member within the company. Preserves and respects resident and applicant confidentiality.

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**Beacon**

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**Communities**

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**Beacon Core Competencies required for all positions:**

Teamwork, Integrity/Ethics, Dependability, Customer Focus, Adapability/Flexibility.

**Beacon Management Competencies required for all Management positions:**

Decision-Making/Judgement, Communication, Budgets/Cost Control, Managing for Results, People Development.

**Assistant Manager Functional Competencies required:**

Job Knowledge, Problem Solving/Analysis, Interpersonal Skills, Computer Skills, Hiring.

Interested candidates should email their resume to [careers@beaconcommunitiesllc.com](mailto:careers@beaconcommunitiesllc.com).

Please type **Assistant Property Manager** in the subject line. For more information on Beacon Communities, please visit our website at [www.beaconcommunitiesllc.com](http://www.beaconcommunitiesllc.com)