

HARBOR MANAGEMENT:

We are seeking an EXPERIENCED LEASING AGENT/ASSISTANT PROPERTY MANAGER to fill a full-time position at one of our elderly communities in the Ipswich area. We offer health, dental, STD/LTD, 401k and Paid Time Off for all full-time employees.

Successful candidates will have prior property management experience, must be a self-starter, organized, comfortable on the phone, computer etc. You will work daily, one on one with property manager, current tenants, potential tenants and vendors. C.O.S. (Certified Occupancy Specialist) Experience Preferred.

LEASING AGENT/ASSISTANT PROPERTY MANAGER - JOB DESCRIPTION

I. BASIC FUNCTION

- A. Responsible for assisting the Property Manager in maintaining the physical asset and maximizing the financial returns from that asset in accordance with the owner's objectives.
- B. Responsible for assisting in supervising and developing all on-site personnel.
- C. Assists Property Manager and Supervisors with special projects and administrative tasks.
- D. Ensures staff compliance with company policies and procedures.
- E. Ensures staff performance of duties on a timely basis.

II. RELATIONSHIPS

- A. Reports to Property Manager.
- B. Supervises all on-site personnel, including staff supervisors and any contract workers.
- C. Maintains relationships with all residents, ensuring consistent application of property policies.
- D. Maintains relationships with other departments within the company, including accounting, data processing, and acquisitions.
- E. Maintains relationships with clients, the community, and the profession.
- F. Maintains relationships with suppliers, vendors, and professionals servicing the company or property.

III. RESPONSIBILITIES

The activities listed below are not all inclusive. However, they are indicative of the type of activities normally performed by the resident assistant property manager.

- A. Maintaining the physical asset:
 - 1. Assists in supervision of maintenance staff, including maintenance supervisor and any contract workers;

2. Assists in supervising scheduling of maintenance work;
3. Maintains rotating schedule of personnel for emergency maintenance;
4. Makes regular follow-up inspections on maintenance work;
5. Makes regular inspections of grounds, including all common hallways;
6. Supervises all vacant apartment make-ready procedures;
7. Make recommendations for physical repairs, replacements, and/or improvements;
8. Makes recommendations for supplies, materials, and equipment;
8. Recommends expenditures, within budget allocations;
9. Evaluates maintenance operations periodically to determine cost efficiency.

B. Marketing and Leasing:

1. Assists in supervising leasing staff;
2. Assists in preparation of advertising and marketing programs;
3. Assists in preparation of regular market surveys;
4. Assists in preparation of weekly and monthly reports;
5. Reviews all rental applications and lease forms for accuracy and compliance with resident policy;
6. Makes recommendations to improve marketing and leasing programs.

C. Resident Relations/Management:

1. Implements rent collection programs;
2. Reviews resident complaint log;
3. Supervises move-in and move-out procedures.

D. Financial Reporting and Control:

1. Assists in supervision of bookkeeper or accounting staff;
2. Assists in preparation of the budget;
3. Assists in reporting variances from budget;
4. Assists in preparation of monthly financial accounting, reporting, and explanation of variances;
5. Prepares purchase orders;
6. Processes invoices for payment;
7. Reports payroll information to property manager on timely basis;
8. Assists in preparing inventory of all equipment and supplies;
9. Makes daily bank deposits.

E. Administration:

1. Supervises office administrative staff;
2. Assists in preparation of management plan;
3. Updates property operations manual, when necessary;
4. Supervises maintenance of property files and records.

F. Experience

1. COS (Certified Occupancy Specialist) Experience Preferred.
2. Previous experience in residential property management.

Please send resumes to: rhamman@harbormgmt.com