**Assistant Property Manager**

Job Profile

**Job Summary:**

The Assistant Property Manager is responsible for assisting the Property Manager with managing a property (or group of properties) and fulfilling the manager's obligations under the property's management agreement.

It is also the responsibility of the Assistant Property Manager not only to exhibit legendary customer service when communicating with tenants, prospective tenants, owners, and vendors but also to focus on productivity and results.

**ESSENTIAL JOB FUNCTIONS:**

* Assist with the activities associated with a property or group of properties.
* Conduct initial collection calls and track follow-up.
* Supervise vendors (landscaping, janitorial, etc.) and maintenance staff.
* Perform regular property inspections and complete inspection report.
* Assist the Property Manager to coordinate tenant improvement and capital projects.
* Interface with tenants and vendors in daily operations of the building.
* Represent and communicate clearly and accurately, in person, over the phone, and in writing the authority of the Property Manager based on legal agreements in effect and Fuller policies.
* Building engineer and engineering staff, contract services, including housekeeping/janitorial, window cleaning, landscape maintenance, security, parking, metal refinishing, etc.
* Accurately, on a timely basis, communicate with the Property Manager to ensure the owner's needs and requirements are met.
* Maintain open and regular communication with the Senior Property Manager
* Respond positively and promptly to all tenant requests and lease inquiries.
* Resolve problems to the mutual benefit of the tenant and the owner
* Determine and execute on timely basis escalations, reconciliations, and rent collections.
* Maintain current certificates of insurance for all tenants.
* Show space to prospective tenants when requested
* Ability and desire to learn budget preparation.
* Ability and desire to learn all facets of the monthly reporting (including variance reports, executive summaries, aging reports, etc.
* Ability and desire to learn operating expense reconciliation process

**REQUIREMENTS:**

• High school diploma or GED equivalent

• Preferably a bachelor's degree in Business Management or property management related degree

• Resource Management related discipline

• CPM or RPA designation in progress or planning to start

• Familiarity with real estate law, building codes as well as city and county regulations

• Must have intermediate to advanced MS Word and Excel proficiencies

• MS Outlook, Yardi or Avid

**Experience:**

At least 4 years of recent property management experience comparable with the property under consideration in terms of commercial ownership, tenant lease arrangements, square footage, etc.