

# Assistant Community Manager

American Apartment Management Company is seeking an Assistant Property Manager to join our team. The Assistant Property Manager plays a vital role in our ability to do that by handling the assets management and social management of the community. We are looking for an energetic individual with excellent administrative skills and a strong desire to help people.

## **Job Responsibilities:**

As an Assistant Property Manager you are part of the administrative team and in charge of the day-to-day operations. You will work with the Site Manager assuming responsibility for all phases of operation, the general administration, and maintenance of the physical asset.

## **Additional responsibilities for the Assistant Property Manager:**

- Assisting in the preparation of leases, other management forms, and section 8 certification/tax credit certification process.
- Reviewing and processing all applications for residency, verifications, move-in forms and recertification
- Assisting in the collection and deposit of all resident payments
- Assisting in inspection of units, building, and common areas
- Ensuring that all maintenance requests are handled in a prompt, efficient, and cost effective manner
- Ensuring that all vacancies are prepared and leased in a timely manner, striving to keep 100% occupancy at all time.

## **Job Requirements:**

American Apartment Management Company adheres to the EQUAL OPPORTUNITY AND FAIR HOUSING requirements and we expect our property managers to be fair and consistent in upholding all policies. Previous apartment management experience is required. Having section 8 experience is a definite advantage. Yardi and MS Office experience preferred.

## **Additional requirements Assistant Property Manager:**

- High School diploma
- ARM, CAM , OR RAM designation, preferred
- Strong written and verbal communication skills
- Integrity and Honesty in all matters
- Professional appearance and conduct at all times
- Ability to remain calm in stressful or difficult situations
- Some accounting and administrative experience