
**Assistant Property Manager
(Exempt)**

Job Description

To provide prompt and efficient property management support for regional Property Manager(s) and their direct reports. This position requires diverse skills, self-discipline, professionalism and commitment. The duties of the Assistant Property Manager are varied and include responsibility for financial affairs tenant relations, facility maintenance and coordination of all activities related to general building operations in an ethical and professional manner.

Supervision

Reports to: Property Manager

Responsible for: N/A

General Qualifications Required

Education: Bachelor's degree or equivalent combination of education and experience

Training

Requirements: To obtain a real estate license within the first 2 years of employment.

Licensing: Current State Real Estate License or working towards

Experience: Minimum two (2) years of property management experience

Skills/Behaviors: Computer literate, skills to include Excel, Word, and other accounting software systems.
Exposure to construction management preferred.
Proven verbal and written communication skills
Knowledge of overall mechanical systems, building components and emergency contingency procedures
Ability to work with little direction maintaining confidentiality and professionalism
Ability to establish strong interpersonal relationships with team members, tenants and vendors
Strong organizational skills, ability to prioritize work and attention to detail
Strong customer service skills
Self discipline, professionalism and commitment
Eagerness to continue his/her education in the real estate field (i.e.; RPA, FMA, salesman's license, etc.)

Major Areas of Responsibility

Budgeting:

- Assist on preparing property budget as required
- Assist in timeliness and accuracy of submittal

Prepare timely and accurate monthly variance reports and other financial information required by the client.

- Assist in the monthly accounting reports in preparation of reporting discrepancies.
- Interpret and prepare written explanations to the monthly reports for property manager to review and approve.

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Maintain property conditions in a manner that is consistent with the owner's objectives.

- Inspect property regularly, noting deficiencies (i.e. landscaping, fire protection, housekeeping, etc.)
- Follow-up on repairs with appropriate contractor (i.e. roof, HVAC, etc.) or direct other to complete for your review and approvals.
- Assist property manager to ensure facility compliance with terms and conditions of all service contracts, local codes and insurance carriers.
- Provide direction to staff and contractors that will preserve the aesthetic appeal of the property and integrity of systems.

Inspire and maintain positive tenant relations.

- Ensure compliance with terms and conditions of the lease agreement
- Meet with all tenants to maintain positive tenant relations in accordance with HLC policy and procedures
- Address tenant issues under property manager's direction
- Assist in providing accurate and timely information regarding financial information per the terms and the conditions of the lease.

Assist in coordination and negotiation of vendor contracts for property level services in accordance with the parameters of the management agreement.

Assist property manager in the leasing efforts of the properties in accordance with the parameters of the management agreement.

- Maintain all vacant suites in a neat, clean and orderly manner based on monetary restraints imposed by client directives
- Incorporate leasing assumptions in budget based on input from outside or inside leasing staff. This will also include tenant improvement, commission, marketing and vacant space utility costs.
- Track lease expirations and notify leasing agent six (6) months prior.

Miscellaneous Activities

- Review delinquent receivables and follow HLC or client policy and procedures
- Assimilate required information for appraisers, attorneys, auditors and/or tax consultants.
- Review lease and abstract for familiarization of terms and conditions of the lease in place.
- Attend pre-construction meeting, punch-list walk through with construction manager and tenant. Follow-up on timely satisfaction of all outstanding items.
- Conduct move-out walk through with tenant. Follow HLC or client move out policy and procedures
- Direct or obtain new utility set up information with account numbers.
- Meet all internal/external deadlines
- Prepare and review CAM reconciliations and rent letters prior to being sent to tenants.
- Assist in providing due diligence information to corporate as needed or as client requests.
- Review all management agreements to ensure compliance.
- Knowledge of overall mechanical systems, building components and emergency contingency procedures
- Other duties as assigned