
ASSISTANT PROPERTY MANAGER JOB POSTING

The Mission of **Prism Real Estate Services, LLC™** is to improve the lives of people in our communities, one property at a time. We are a Kansas City based property management company seeking a motivated team player to assist in the day to day operations and work with the Property Manager in the general administration of the property and perform all related administrative functions as requested by the Property Manager.

Duties and Responsibilities

- Answer the phone pleasantly and professionally.
- Maintain courteous communication with residents, applicants, and representatives of other companies.
- Show vacant apartments utilizing professional marketing procedures.
- Prepare and maintain complete resident files.
- Assist in maintaining the required computer postings.
- Assist in scheduling vacant units for refurbishing and occupancy.
- Assist in maintenance work order system and in following purchasing procedures.
- Prepare late notices and notices to pay rent.
- Assist in keeping the apartment condition and status chart up-to-date.
- Assist in annual unit inspection process.
- Assist in typing and/or maintaining weekly and monthly reports.
- Assist in collection of rents and preparation of receipts.
- Maintain records of rental levels of comparable units in surrounding areas.
- Assist in posting rents, invoice process and maintaining general office files.

Skill Requirements

- Knowledge of Department of Housing and Urban Development ("HUD") rules and regulations that apply to property management, if applicable
- Knowledge of laws and standards that apply to property management, such as Fair Housing Laws, Landlord-Tenant Law, OSHA Standards, local and state building codes.
- Basic knowledge of building maintenance, fire prevention and liability reduction principles.
- Knowledge of basic office practices, procedures, and equipment.
- Knowledge of mathematics sufficient to perform calculations required for summarizing rent collections, making deposits, and for rent adjustments.
- Ability to maintain required records such as tenant files, vacancy reports, etc.
- Ability to use basic office equipment such as telephone, fax, copier and computer.
- Ability to communicate verbally and in writing.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Adept in analyzing situations in order to identify problems and offer possible solutions.

Qualifications for this Position

- Associate's degree in management, business administration, social science area or closely related fields.
- Minimum of three-year's experience in property management and experience involving public contact.
- Valid driver's license and up to date vehicle insurance.
- RealPage, Yardi or other Property Management software experience is a plus.
- Neat, clean and appropriate appearance, according to the Prism Employee Handbook guideline.
- Meet Criminal Background & Credit Check, prior to employment

Member of



3119 Merriam Lane
Kansas City, KS 66106
O 913.674.0438 F 913.254.3574
www.prismres.com

We offer a competitive salary, excellent benefits, fun work environment, responsive management and an opportunity to grow.

EEO Employer; it is our company policy to provide equal opportunity to all people without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, citizenship status, sexual orientation, gender identity or any other legally protected category.

NOTE: This job posting should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification.

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