



ASSISTANT PROPERTY MANAGER JOB DESCRIPTION

Scope and Purpose

The Mission of Prism Real Estate Services, LLC™ is to improve the lives of people in our communities, one property at a time. To 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

Customer Service:

- Maintain a professional image and attitude in keeping the objectives of Prism Real Estate Services (PRES) and residents' welfare.
- Answer the phone pleasantly and professionally.
- Maintain courteous communication with residents, applicants, and representatives of other companies.

Leasing:

- Perform Leasing Professional role.
- Show vacant apartments utilizing professional marketing procedures.
- Check references and other information on resident applications through PRES approved credit & criminal investigative service.
- Prepare and maintain complete resident files.

Property Management / Administration:

- Order office supplies within established budgeted guidelines.
- Assist in typing and/or maintaining weekly and monthly reports.
- Type letters and memos.
- Maintain general office files.
- Prepare late notices and notices to pay rent.
- Work with Property Manager regarding legal proceedings.
- Organize and maintain Renters Insurance information.
- Organize and maintain Vendor Service Agreement/COI binder.
- Assist in keeping the make ready board up to date.
- Maintain and update status of available units in OneSite.
- Assist in collection of rents and preparation of receipts.
- Assist in posting rents.
- Update DQ notes as needed.
- Assist in scheduling vacant units for refurbishing and occupancy.
- Assist in maintenance work order system and in following purchasing procedures.
- Assist in invoice process.
- Assist in supervision of onsite personnel, when applicable.

Marketing:

- Assist in advertising preparation.
- Assist in maintaining the required computer postings.
- Perform market survey monthly.

Skill Requirements

- Knowledge of PRES policies and procedures, particularly as they pertain to property management.
- 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 the principles of management and supervision.
- Knowledge of the operation of the PRES computer system and software.
- Knowledge of the agencies that provide assistance and services to residents, including some knowledge of eligibility requirements.
- Knowledge of basic English in order to communicate verbally and in writing.
- 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 procure goods and services in accordance with PRES procedures and in keeping with the assigned Operating Budget for the property.
- Ability to read and interpret policies and guidelines in order to make sound decisions.
- Ability to make appropriate recommendations within scope of responsibility.
- Ability to use basic office equipment such as telephone, fax, copier and computer.
- Ability to communicate verbally and in writing.
- Ability to generate records, receipts, and reports efficiently using a calculator and the computer system.
- Ability to establish and maintain effective working relationships with peers, superiors, residents, community service agencies, and the public.
- 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.
- Skilled in communicating with all types of people in a wide variety of situations.

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.
- Use of personal automobile for local job-related travel and pick-up.
- Neat, clean and appropriate appearance.
- Meet PRES Criminal Background & Credit Check, prior to employment
- Ability to sit for long periods of time.
- Be able to walk entire property.
- Be able to climb stairs up to 10 times a day.
- Successful completion of the EasyLMS Fair Housing Test, upon employment
- Successful completion of EasyLMS OSHA Standards Test, upon employment
- Successful completion of eRiskHub On-line Security Training Program, upon employment

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