

Assistant Property Manager

DUTIES AND RESPONSIBILITIES

Conduct all business in accordance with AMP's policies and procedures, Fair Housing, Americans with Disabilities Act, Fair Credit Reporting Act, and all other Federal and States laws.

INCOME COLLECTION

- Maintains accurate resident records. Updates on daily basis all rents, deposits and application fees received from residents. Issue appropriate notice when necessary (e.g., late payments, eviction notices, returned check memos).
- Deposits all receipts prior to bank close each day.

RESIDENT RELATIONS

- Maintains positive customer relations attitude.
- Physically inspects community when on grounds, picks up litter and reports any service needs to maintenance staff. Will also inspect move-outs and vacancies when requested.

MARKETING

- Must be knowledgeable of all phases of leasing and resident retention.
- Works with lease renewals each month.
- Responsible for keeping daily records on lease renewals and terminations.
- Greets prospective clients, shows community and performs leasing duties.
- Answers and handles incoming phone calls from prospective new residents, current residents, vendor/suppliers, etc.
- Maintains awareness of local market conditions and trends. Contributes ideas to property manager for marketing community and improving resident satisfaction.

ADMINISTRATIVE

- Updates required reports concerning move-out notices, activity, etc., on a daily basis and provides information to the property manager.
- Organizes and files all applicable reports, leases, and paperwork.
- Proof reads all lease paperwork and processes move-ins and move-outs.
- Processes all security deposit move-out reports.
- Accepts service requests from residents and routes to maintenance for prompt processing. Conducts service follow-up with resident when work is completed.

GENERAL

- Performs any additional duties assigned by Property Manager or Regional Property Manager. Serves as a backup for all Property Manager duties.

SAFETY

- Reports all liability and community incidents to the corporate office immediately. Ensures that all workers' compensations claims are reported and proper paperwork is completed.
- Property manager will complete any pertinent safety checklists with maintenance staff.