

JOB DESCRIPTION ASSISTANT PROPERTY MANAGER

Job Functions

The purpose of the Assistant Property Manager (APM) position is to assist with the day-to-day functions of the property management department and the functions of the Property Manager to which he/she is assigned. The focus of job is to support the Property Manager in all aspects of management pertaining to the client's property. The APM is the liaison between the tenants and the Property Manager for maintenance and many tenant issues at commercial and residential properties.

Job Responsibilities include, but are not limited to:

- Writing work orders for Maintenance department based on information from tenants, technicians or based on information gathered from site visits
- Drafting Memos and/or making phone calls to Tenants related to lease issues and preventative maintenance scheduling
- Issuing keys to technicians/vendors, keeping logs of who has keys and ensuring return of said keys
- Perform all necessary functions to facilitate Tenant "Move In" and "Move Out" procedures including:
 - Informing the tenant of the lease obligations and present them with keys, notifying them as their expiration date approaches & informing them of their obligations upon move out
 - Performing walk-outs of units and writing work orders related to turnovers
 - Processing Security deposit returns
- Maintain logs related to:
 - Essential Lead Maintenance (EMP)
 - Project Lists for individual properties
 - Unit Turnover List
- Obtaining Bids – Snow removal, landscaping, rubbish & maintenance/repairs
- Perform inspections and replenish inventory where necessary

Other duties include office support and on-call emergency response. Due to the location of our client properties and the requirement of emergency response, the candidate must live within 45 minutes driving distance of Neville's office.

This description is meant to be an outline and is not intended to list all duties and responsibilities.

Qualifications

The ideal candidate will be proficient in the Microsoft Office Suite with an emphasis on Excel, Word and Outlook. The candidate must have experience associated with administrative duties and possess strong attention to detail with the ability to prioritize and juggle multiple job functions. A strong background in customer service, some basic knowledge of building structures and experience in coordinating and scheduling are essential.

Candidate must submit to a credit and criminal background check prior to or during employment. Personal credit and background must be in good standing.

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Hours & Commitment

This position is offered as a full-time, 40 hour per week employment. Overtime hours are required at certain peak times of the year and will at times include weekends and/or holidays.

Current hours of employment are Monday through Friday, 7:30 AM to 4:30 PM; with an unpaid flexible hour for lunch. These hours are subject to change and there are flex options. The APM will also be required to participate in the after-hours "On-Call Rotation" schedule for emergencies. The mandatory on call rotation means responding to emergency calls, including nights and weekends, for a 7-day period approximately every 4 to 5 weeks but may change based on business needs and employment factors.

Compensation

Compensation shall be on an hourly basis. Neville's pay week runs from Wednesday through Tuesday with every other Friday as payday. Time cards are due to your supervisor at the end of the day on Tuesday of each week. The hourly wage will be set prior to commencement of the position and shall be reviewed annually.

Vehicle/Mileage

Reliable transportation, a valid driver's license and proper insurance are necessary as occasional use of personal vehicle is required. Neville will reimburse mileage in accordance with Neville standards when you use your vehicle for job-related duties. Mileage reimbursement sheets are to be turned in on the first of each month.

Benefits

Full time employees are eligible for many of the benefits after 90 days of employment. Human Resources can provide details.

Non-Compete

Any offer of employment will be subject to the acceptance and execution of a Confidentiality and Non-Compete Agreement. This agreement shall be provided to the prospective employee and employment shall not commence until a fully executed agreement is received from the Employee by Neville.