

# **JOB DESCRIPTION**

## **ASSISTANT PROPERTY MANAGER (MA)**

### ***Job Functions/Duties***

The purpose of the Assistant Property Manager (APM) position is to assist with the day to day functions of Neville's Massachusetts property management department and the functions of the Property Manager (PM). The APM may be asked to represent Neville as the contact for our real estate management clients; however the focus will be to support the PM in all aspects of management pertaining to the client's property. The APM should always place the client's goals, objectives, and welfare first. Initially, the APM will report to the Director of Property Management and the President.

The APM will assist the PM with all aspects of the services outlined in the property management contracts governing the buildings in the PMs portfolio and in accordance with the requirements of all local, state and federal requirements. Such responsibilities include, but are not limited to:

- assist in the budgeting of income and expenses;
- bidding and oversight of work required at the properties;
- conducting periodic property inspections to assure quality;
- assist in the oversight of site personnel, where applicable;
- coding and preliminary approval of invoices;
- obtaining quotes for professional services such as insurance, legal and tax preparation;
- tenant communication including rent collection, lease negotiation and eviction proceedings;
- assist in the preparation of monthly financial and narrative reporting;
- acting as an ambassador for the Company at all times.

Administratively, the APM will be required to handle the following tasks, as well as any others that are necessary to successfully perform in the position:

- drafting Memos and/or making phone calls to Tenants related to lease issues and preventative maintenance scheduling;
- editing and producing lease documents as necessary;
- issuing keys to technicians/vendors, logging said keys out/in, ensuring return of said keys;
- maintain logs, lists and calendars as necessary;
- filing, both electronic and paper.

The APM's shall ensure that the properties to which he/she is assigned are operated in a professional manner and guided towards goals and desires as determined by the Client and as directed by the PM's when needed. This requires a "boots on the ground" approach, ensuring the APM regularly visits all sites, performing routine inspections and taking action on issues as needed.

The APM must be confident, capable and ethical. The APM is assisting the PM who is the business manager of many small businesses, each of which is a piece of investment real estate.

The APM must carry a cell phone, provided by Neville, at all times and be prepared to respond to emergency calls related to the APM's properties, or other properties when on-call. The mandatory on call rotation means responding to emergency calls, including nights and weekends, for a set period that may change based on business needs and employment factors.

### ***Qualifications***

The ideal candidate will have experience managing retail and/or office properties as an assistant property manager or a property administrator. Experience managing multiple locations desired. Candidates will have a Bachelor's degree or equivalent and should be prepared to demonstrate his/her ability to exercise proper judgment. Candidates are expected to have a solid knowledge of standard business and accounting practices and will be mechanically inclined. Experience with building systems is a plus. The ideal candidate will also possess strong interpersonal skills and problem solving ability and be a capable administrator who is proficient in the 2007 or higher Microsoft Office Suite (with an emphasis on Excel, Word and Outlook) and Adobe Acrobat 8 or higher. Experience with Yardi or other real estate management software is a plus. Finance or asset management background is also a plus. An aspiration to advance into a Property Manager position desired.

In this fast paced office environment, not only is a proven record of providing excellent internal and external customer service a must, the successful candidate will be able to multi-task and prioritize so that deadlines are met in a timely and accurate manner. The candidate must demonstrate strong attention to detail; possessing the ability to learn quickly and be able to juggle multiple job functions. Excellent verbal/written communication and presentation skills are a necessity.

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

### ***Hours & Commitment***

The APM position is defined as full time, 40 hour per week employment, however the nature of the business is such that there are many times when participation in the on-call rotation, emergencies or work load may require hours beyond the base 40. The APM is expected to work these hours as needed.

This job description is meant to serve as an outline and is not intended to list all duties and requirements for which the APM shall be responsible.

***Compensation***

The compensation for the APM is on a salary basis and shall be based on several factors, including, but not limited to, the APMs prior experience, the size of the portfolio to which the APM is assigned and profitability of same. The APM position is a Full-time, Salaried, Exempt position. Typically the APM will be reviewed annually for salary and/or performance.

***Vehicle/Mileage***

The APM must have adequate transportation at all times to travel to properties as needed. The APM must live within a reasonable distance from a Neville office, as determined by the President of Neville.

Neville will reimburse mileage at a rate determined in accordance with Neville standards when employees use their personal vehicles for job-related duties. Mileage reimbursement sheets are to be turned in on the first of each month.

***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 Property Manager by Neville.

***Benefits***

Benefits include Paid Time Off, health insurance, Employer paid life insurance and a Simple retirement plan with Employer match. Human Resources can provide more information on benefit details and waiting periods.