

Property Management Career: Assistant Property Manager

CAREER DESCRIPTION

The Assistant Property Manager, under the guidance of the Property Manager, is responsible for all aspects of property operations. This role includes assisting in financial operations, monitoring leasing performance, and managing the renewal process. The Assistant Property Manager often takes on, or shares, the role of bookkeeper as well. Another important aspect of this position is customer service, as Assistant Property Managers often meet with residents to discuss and resolve challenges as well as take suggestions for improving the community.

SKILL SET

- **Excellent Written Communication** (Creates resident notices, memos, etc.)
- **Organization** (Paying invoices, scheduling move-ins/outs, etc.)
- **Financial Understanding** (Ability to manage pricing, rent increases, etc.)
- **Ability to multi-task** (Handle and prioritize various projects)

PERSONALITY TRAITS

- **Attentive** (Being helpful to both team members and residents)
- **Self-Motivated** (Able to troubleshoot and come up with ideas that assist residents and team members)

PREVIOUS JOB EXPERIENCE

- Restaurant Management
- Retail Sales/Auto Sales
- Hospitality/Tourism

EDUCATION

- High School diploma/GED required
- Associate's or Bachelor's degree desirable

Assistant Property Manager Career Path

Salary Range: \$11.50-\$17.65/hr

