



Job Title: Assistant Property Manager
Reports To: Property Manager
Revised: 06/10/2009

Job Description

Summary

Shows and leases apartments, condominiums, to prospective tenants by performing the following duties

Essential Duties and Responsibilities include, but are not necessarily limited to, the following:
Assist the property manager in the day to day operations of the apartment community as assigned by the property manager.

Lease apartments to prospective customers.

Renew leases to existing residents.

Perform promotional tasks and follow up to maximize conversion and closing ratios.

Interview prospective tenants, by phone/in person, and records information to ascertain needs and qualifications.

Implement the Policies and Procedures of Homestead America Property Management in the operation of and accounting for property operations.

Communicate with contractors, suppliers and vendors as assigned.

Report and document property performance as required.

Perform or ensure performance of all leasing, renewal and promotional activities

Ensure friendly, prompt and professional service to all visitors, customers and vendors of the property.
All other duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Must possess word processing, on site management, and basic spreadsheet program skills.

Must have superior verbal communication skills, high enthusiasm and sales techniques.

Must be available two evenings per week and weekends.

Education and/or Experience

High school diploma or G.E.D.; or one year related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

Current driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, bend, stoop, kneel, crouch, or crawl. The use of hands to finger, handle or feel; reaching with hands and arms; and taste or smell; are routine task. The employee must occasionally lift and or move up to 20 pounds from floor to waist, from floor to chest and from waist overhead. Since our properties have multiple stories, being able to climb 3 flights of stairs consecutively is also an essential job function. Specific vision abilities required by this job include the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and moving mechanical objects. The noise level in the work environment is usually quiet.