

**Job Title:** Assistant Property Manager

**Summary:** Provides administrative and organizational support through coordination, communication and follow-up (both written and verbal) with clients and vendors throughout property management portfolio.

**Responsibilities:**

- Answer incoming calls from both clients and vendors, take accurate messages and screen/direct telephone calls for Property Managers in a professional and efficient manner.
- Manage small and large scale vendor coordination via client requests and inner office requests.
- Relay work order requests to the Maintenance Department, confirm completion of work orders and update clients upon completion.
- Create and maintain proper response letters for various incoming correspondences such as letters, fine letters, memos and written updates.
- Administer all written communication regarding upcoming events, status updates, scheduled projects and appointments in the form of letters, memorandums, spreadsheets and e-mails.
- Type fine letters upon request and provide to Accounting for accurate documentation and invoice generation.
- File invoices for accounts payable.
- Provide administrative support for special projects to include gathering of bids/proposals and report summaries.
- Database input and constant updating of database with client information/changes.
- Maintain an organized calendar of scheduled and upcoming appointments, projects and events.
- Scan and e-mail condominium documents, financial packages and vendor correspondences upon request.
- Provide company website information and access to clients upon request.
- Attend both Board and Owners meetings to observe and take minutes.
- Learn to prepare budgets and understand financial reporting.
- Perform site visits and walkthroughs to observe necessary maintenance action items and improvements.

**Skills:**

- Excellent verbal, written and interpersonal communication skills
- Self-starter that thrives in a fast-paced, dynamic work environment
- Effective time management and organization skills
- Focused on customer service
- Strong attention to detail
- Ability to multi-task
- Professionalism
- Team-player

**Qualifications:**

- Bachelor's degree from four-year college or university
- 1-2 years related experience and/ or training
- Proficiency in Microsoft Outlook, Excel and Word