

THE
MERITEX[®]
COMPANY
ESTD 1916

JOB DESCRIPTION

Job Title: Assistant Property Manager

Reports to: Senior Property Manager

Job Summary: Responsible for assisting Regional and Property Managers, overseeing and coordinating property management. Provide administrative support when needed. May oversee maintenance and construction activities for the portfolio.

- Support Regional Manager/Property Managers with the day-to-day operations of each property, which may include operational and administrative activities. Input and code invoices utilizing Yardi Accounting Software.
- Assist Regional Manager/Property Managers with monthly and annual financial reports.
- Maintain good tenant relations through regular, personal contact responding to tenants' concerns, complaints and proactively contacting tenant concerning their tenancy in the building.
- Maintain tenant files, including insurance, leases, amendment, contracts, and activity reports, etc.
- Establish and maintain relationships in the business and brokerage communities as well as prospects and customers.
- Implement the best operational practices to ensure properties are managed efficiently, keeping customer service a core value.
- Regularly inspect properties to ensure repair, cleanliness and "show ready"
- Supervise assigned vendors and contracts, maintain files, to include insurance and help build strong relationships (janitorial, security, landscaping, engineering, parking, pest control, etc).
- Support Regional Manager/Property Managers by proactively communicating to tenants scheduled and unscheduled maintenance projects occurring at the property.
- Other duties as assigned.

Education/Skills/Experience/Qualities:

- College graduate preferred
- Minimum 5 years professional experience
- Excellent organizational and communication skills
- Strong numerical aptitude
- Proficient computer skills (MS Word, Outlook, Excel Yardi a plus
- Demonstrated organizational skills with keen attention to detail
- Ability to provide oversight and direction to others
- Ambitious, self-starter, creative, focused, analytical, problem solver, flexible and a team player
- Excellent customer service orientation