

POSITION DESCRIPTION

BILINGUAL ASSISTANT PROPERTY MANAGER

Reports: Property Manager

POSITION SUMMARY

Work involves assisting the Property Manager with leasing, lease renewals, and lease compliance, preparing reports, inputting and analyzing property data, and performing other related property management functions. This position receives administrative direction from the Property Manager. The employee in this position must be capable of acting on behalf of the Property Manager in their absence

ESSENTIAL FUNCTIONS

Duties and responsibilities include but are not limited to the following:

Assists the Property Manager in all daily operations as needed and provides general clerical support to the Property Manager.

Accepts and processes applications and keeps vacancies as low as possible.

Conducts eligibility of the initial examination and the recertification of the tenants' income and family composition as applicable.

Assists with conducting annual, move-out, and move-in unit inspections.

Maintains organized resident and applicant files at all times to remain in compliance.

Prepares and monitors daily, weekly, and monthly vacancies and delinquencies reports.

Provides support and guidance to residents and manages resident grievances.

Processes accounts payable weekly for the Property Manager's approval.

Monitors and processes rent collections. Follow through with delinquent accounts, including evictions and bad debt write-offs.

Assists with supervision and third-party vendors in the absence of the Property Manager.

Inspects all apartments and grounds for maintenance and repair requirements to ensure that maintenance personnel and residents are maintaining units and grounds in a decent,

safe, and sanitary manner and directs residents and maintenance in remedying any noted deficiencies

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to handle busy situations calmly and efficiently

Strong organizational skills

Knowledge of standard office practices and procedures

Must be culturally sensitive and be able to relate to the needs of multi-racial and multi-cultural low-income clients

Good skills in grammar, spelling, and punctuation

Proficient in using Word, Excel, and other computer software programs related to assigned work.

Ability to maintain a professional attitude, demeanor, and appearance

EDUCATION AND EXPERIENCE

Associate's Degree from an accredited college or university with major course work in business or a related field and/or a combination of education and relevant experience

Possess a valid Florida State Driver's License

Signature: _____

Date: _____