



## **Position:**

# **Assistant Property Manager Contractor (Spanish Speaking ONLY)**

## **Primary Tasks:**

The assistant property manager assists property managers with work orders, invoice review and communication with residents, vendors and owners.

The assistant property manager is a non-licensed position and cannot negotiate any part of a lease. The overall goal of the assistant property manager is to gather data and help the property manager with the overall success of the portfolio.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Troubleshoot maintenance requests and assign to vendors when needed
- Communicate with vendors and owners regarding maintenance
- Review work orders daily - follow up with vendors, verify photos and invoice, escalate any work
- Quarterly review of vendors
- Review all invoices for the property and charge the correct amounts to the tenant and owner
- Review all bills entered into property management software to determine if the bill was charged to the correct property and the correct amount.
- Perform research on as needed basis for property manager including bills that do not look correct
- Keep track of all utility bills
- Call residents who are delinquent
- Generate and mail 3 day notices to resident
- Communication with owner, vendor and resident as needed
- Perform any duties assigned by PM in supporting role
- Communicate with PM on any challenge that needs to be escalated
- Any tasks, activities or responsibilities which may be assigned by the position supervisor or management
- Collecting rent, utilities and other property fees from tenants and individual owners
- Documenting and paying property expenses, including taxes, mortgages, payroll, insurance premiums and maintenance costs
- Inspecting properties and arranging for repairs and new materials as required
- Arranging contracts for maintenance, trash removal, landscaping, security, and other ongoing services and managing disputes with these service providers where appropriate
- Investigating and resolving property complaints and rental violations
- Answer lease contracts questions
- Manage all property personnel (landscapers, cleaning crews, etc.)
- Maintain a positive relationship with owner and tenants
- Review and make recommendation on financial performance regularly
- Prepare and maintain all records, correspondence, and files

## **Hours of Operation**

- 9am - 5pm EST
- Monday to Friday

