



Affordable Assistant Property Manager

Position Summary:

The Assistant Manager is responsible for assisting the Property Manager with the routine operation of the property. The purpose of this position is to provide the additional capacity needed to manage the property effectively.

Essential Functions:

- Assist the Property Manager in overall management of a Section 8 project based property
- Answer phones, filing, copying
- Greet tenants/applicants
- Process and deposit resident rent checks
- Respond to resident issues along with the Property Manager
- Conduct applicant interviews
- Assist Property Manager in issuing appropriate communication documents to residents
- Generating work orders
- Assisting with annual recertification
- Monthly reporting
- Other duties as assigned by Property Manager

Job Requirements:

- Proficient in Microsoft Word; Excel
- Detail Oriented
- Excellent organizational skills
- Capable of completing tasks with minimum supervision
- Knowledge of Yardi software a plus
- Knowledge of LIHTC, Section 8 regulations a plus
 - ARM Designation a plus
 - High school education or equivalent, some college preferred
 - Great opportunity for career growth