



# JOB DESCRIPTION

Job Title: <b>Assistant Property Manager</b>	Job Code:	Level/Grade:
Job Family: Property Management	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Plan Code:
Division/Department: Property Management	Reports to: Property Manager, Senior Property Manager, or Portfolio Manager	Effective Date: January 2025
GL Code: 5012-0000	Job Category: Administrative Support Workers	

## JOB SUMMARY

The following job profile is designed to summarize certain essential information about a job or job category. It is not designed to be a comprehensive or detailed task list for any job or job category. This job/job category may have individual or multiple incumbents, each of whom may perform somewhat different specific job duties or tasks consistent with the general function of the Job. Incumbents may be required to perform duties or support functions other than those listed on this job profile as needed. A job profile may be amended at any time with or without notice.

Supports CHANO Property Management in all aspects of a commercial building portfolio, including operations and financial activities. Provides excellent service to tenants and property owners.

## JOB FUNCTIONS

Describe the key responsibilities of the job. Include the **essential functions** for which the job is accountable and denote with an asterisks. Essential Functions are the core elements of the job which are specific and unique to this position and when removed changes the nature of the job itself. (This is not a task list. It is an outline summation of the top six to eight areas of responsibility. Be succinct and brief in your summary descriptions - one or two sentences is sufficient.)

1. Establishes and maintains strong and positive relationships with all clients, property tenants, vendors, and contractors.
2. Assists with collection of rent, payment of expenses, and compliance with lease terms.
3. Oversees service contracts, tracking expirations and preparing bid packages when necessary.
4. Assists in preparation of accurate lease abstracts of new tenant leases.
5. Codes invoices for payment and processing.
6. Assists in completing regular inspections of the properties and recommends alterations and/or maintenance of the property and oversees work as necessary.
7. Assists in preparation of monthly and quarterly ownership reports for review and approval by senior management.
8. Assists in budget preparation/draft annual budget for review and approval by senior management and ownership.
9. Serves as liaison between tenant and Property Manager and responds to tenant needs in a timely basis to meet lease obligations.
10. Monitor and track work orders and other service requests in work order systems.
11. Monitors tracking of vendor and tenant certificate of insurance expiration dates, requests renewals, and ensures compliance with standard coverage terms and conditions.
12. Other duties as assigned.

All employees are accountable for compliance with all laws and regulations when performing their job duties. Each employee is expected to be familiar with the legal and regulatory requirements affecting his or her job responsibilities. It is the affirmative duty of each employee to always carry out these responsibilities in a manner that complies with all applicable legal and regulatory requirements. Employees must participate in required training on pertinent compliance laws and regulations as required by the company.

Job Title: Assistant Property Manager

## CORE COMPETENCIES

Describe the core competencies of the job. Include the **key characteristics or competencies** for which are required to achieve success in the job.

1. Independent, self-starter, team player, attention to detail.
2. Provides high degree of professional customer service to both internal and external parties.
3. Excellent communications and organization, follow-through and follow-up, meet commitments and deadlines.
4. Ability to work well under pressure with strong personalities.

## KNOWLEDGE REQUIREMENTS

1. Strong experience in Microsoft Office Suite.
2. Familiarity with real estate software such as AppFolio, etc.
3. Familiar with contract and leasing agreements preferred.

## EXPERIENCE / EDUCATION REQUIREMENTS

1. 1-3 years commercial real estate experience preferred.
2. High School Diploma or GED
3. Bachelors Degree and/or relevant experience preferred.

## PHYSICAL REQUIREMENTS

*The following physical activities described below are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions and expectations.*

Employees regularly use a computer workstation for extended periods, and must be able to reach out/up and grasp with hands, as well as work in close quarters with others, communicate over the telephone and communicate in writing.

Employees are regularly required to see, talk, and hear. Specific vision abilities required by this job include close vision.

Employees regularly sit up to 8 hours and may be required to stand for extended periods of time, walk, bend, turn/twist, kneel, stoop or crouch.

Employees occasionally lifts, carries and moves/positions objects weighing up to 25lbs.

Must have the ability to travel to and from properties as well as the ability to inspect both interior and exterior of all properties.

*This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with it.*