

# ASSISTANT PROPERTY MANAGER JOB OPPORTUNITY

- Please read the job description in its entirety.
- Applications / Resumes should NOT be sent to the Greater Birmingham Apartment Association but to the contact listed on the job description.
- For questions concerning all jobs listed, please contact the person listed on the specific job opportunity of interest.

Property / Company Name	Colonial Village at Trussville
Position	Assistant Property Manager
Full Time / Part Time	Full Time
Job Description	<p>Becoming a part of MAA is exciting and rewarding for those who enjoy working with a dynamic team. Join us as we exceed our residents' expectations of a place to call home.</p> <p><b>Assistant Property Manager</b> Are you ready to take the next step towards being a leader on a team in the multifamily housing industry? At MAA, we believe that you are our differentiating factor – our competitive advantage. Our associates help transform properties into communities and apartments into homes. This position is for the super-organized person who enjoys working with people and helping prospects find their perfect home.</p> <p>The Assistant Property Manager will be responsible for collecting rent and ancillary fees from residents, including collections of delinquent accounts; posting income and deposits; inspection of apartment homes after move-out; sales and customer service with current and prospective residents; leasing apartments; office management and support.</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• High school diploma/GED, Bachelor's degree preferred</li><li>• 1-3 years of experience in leasing, sales, hospitality, or customer service</li><li>• Bookkeeping skills and/or experience</li><li>• Valid driver's license from the state of residence</li></ul> <p>MAA recognizes that talented people are attracted to companies that provide competitive pay, comprehensive benefits and outstanding advancement opportunities. We offer a comprehensive benefits package* including, but not limited to, the following:</p> <ul style="list-style-type: none"><li>• Medical, Dental and Vision Insurance</li><li>• Life and Disability Insurance</li></ul>

- Employee Assistance Program
- Vacation, Sick Leave, and Holiday Pay
- 401(k) Retirement Plan
- Tuition Reimbursement
- Adoption Reimbursement
- Apartment Discount
- Opportunities for promotion and internal career advancement

\*Eligibility for benefit plans and programs vary based on hours worked and length of employment.

Visit <https://www.maac.com/careers/> to apply online.

We are committed to providing service excellence and value to those who depend on us at MAA. Our people-first approach has been transforming properties into communities and apartments into homes for over 25 years. As the largest owner-operator of multifamily apartments in the United States – we are established leaders in the real estate space – bringing tremendous opportunities to those looking to build their careers. We invite you to explore our Brighter View and find your place at MAA!

EOE M/F/V/D  
Drug Free Workplace