

ASSISTANT 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	MAA Colonial Grand at Riverchase Trails
Position	Assistant Property Manager
Salary	Not specified
Full Time / Part Time	Full Time
Job Description	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.

Assistant Property Manager

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.

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.

Qualifications

- High school diploma/GED, Bachelor's degree preferred
- 1-3 years of experience in leasing, sales, hospitality, or customer service
- Bookkeeping skills and/or experience
- Valid driver's license from the state of residence

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:

- Medical, Dental and Vision Insurance
- Life and Disability Insurance

- 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.

<https://careers.maac.com/us/en/job/R0013268/Assistant-Property-Manager>

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

Salary Method

Per hour

Job Requirements

- High school diploma/GED, Bachelor’s degree preferred
- 1-3 years of experience in leasing, sales, hospitality, or customer service
- Bookkeeping skills and/or experience
- Valid driver’s license from the state of residence